

## **TELECOMMUTING POLICY AND PROCEDURE**

### **Definition**

For the purposes of this policy, telecommuting is defined as a remote-access arrangement for at least part of the workweek on a regular basis. Telecommuting is not an entitlement, it is not a library wide benefit, and it in no way changes the terms and conditions of employment with the Library.

### **Eligibility**

Decisions on telecommuting are made based on the Library's ability to maintain operations, services, and commitments. The Board of Trustees may enact telecommuting for all employees during extenuating circumstances such as a pandemic or natural disaster which causes the Library building to close. Telecommuting may be granted to individual employees whose work habits and job responsibilities are suited to such an arrangement. In all cases, telecommuting schedules are subject to department and Administration approval.

### **Procedure**

If the employee and job are suitable for telecommuting, a telecommuting agreement specifying the terms and conditions must be signed by the employee, the employee's supervisor as well as the Chief Executive Officer, prior to start of the telecommuting arrangement. The document must include:

- Specific description of the duties to be performed;
- Established workdays and work hours;
- Explanation as to how supervision will be provided; and
- Explanation as to how work products and outputs will be reviewed, monitored and measured.

Within the constraints of the Library's budgetary capabilities, the Library will attempt to provide employees approved for telecommuting with the appropriate equipment to carry out their duties. Evaluation of telecommuter performance should include regular interaction by phone and e-mail between the employee and supervisor, and weekly meetings to discuss work progress and problems. Evaluation of telecommuter performance will be consistent with that of non-telecommuting employees. Administration must be notified in writing of any modification or cancellation of any Telecommuting Agreement.

### **Guidelines**

- Telecommuters are subject to all of the Library's policies and procedures as other employees.
- Teleworkers should not have non-work-related events and activities disrupt or interfere with scheduled work time. Requests to use sick, vacation or other leave must be approved in the same manner as when working in the Library building.
- Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may, in certain circumstances, be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting Library demands.

- Consistent with the Library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary Library and guest information accessible from their home office. All Library records, files and documents must be protected from unauthorized disclosure or damage and returned safely to the official work location immediately upon request.
- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as possible. Telecommuting employees are expected to identify to the Library the location of their remote office, if outside their home.
- Telecommuting employees are also to notify the Library if their remote office changes location.
- In order to reduce worker's compensation liabilities, employees will not use their homes to receive work-related visitors. Meetings should take place at Library offices, or, with the Chief Executive Officer's prior approval, at another appropriate location. The Library will not be held responsible for any claims, excluding worker's compensation claims, that result from working at the telecommuting location.
- The Library reserves the right to modify or eliminate any telecommuting arrangement at will, at any time. Every effort will be made to provide advanced notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Adopted: June 2021