



Telecommuting & Remote Work Policy and Procedures

Telecommuting/remote work allows employees to work at home during their workweek. Lee-Whedon Memorial Library acknowledges that this is a viable option for some employees but not for others. Telecommuting is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with the Library. Full-time staff may be able to arrange for short-term remote work during FMLA or other sick leave.

Remote work arrangements will be made for all employees during short-term closures of the Library for declared Pandemics or States of Emergencies. These closures may be out of the control of the Library and no notice may be possible for these changes. Temporary arrangements may be made and approved for special circumstances, on an as-needed basis, focusing on the business needs of the Library. Employee schedules will change based on Library needs. Staff hours may be reduced during telecommuting. Staff will be required to clock in and out during their scheduled shifts. Prior approval is required for all work performed in excess of those scheduled shifts.

Equipment

Equipment required for telecommuting may be provided. Equipment will include computers and software necessary for the performance of their job. Equipment supplied by the Library will be maintained by the Library. The Library accepts no responsibility for damage or repairs to employee-owned equipment. Equipment supplied by the Library is for business use only. Employees must sign the Library property form upon receipt of Library equipment. All Library equipment will be returned upon termination of employment or the termination of telecommuting.

The Library will not be responsible for any costs associated with the setup or modification of a home office.

Security

Consistent with the Library's expectations of information security for employees working onsite, telecommuting employees will be expected to ensure the protection of customer information accessible from their home. All customer information and interactions are confidential.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Library will provide a telecommuter safety checklist that must be completed within 36 hours of notification of telecommunication work starting. Injuries sustained by the employee in a home workspace in conjunction with his or her scheduled duties are normally covered by the Library's workers' compensation policy. Employees must notify their supervisor of such injuries as soon as possible. The employee is liable for any injuries sustained by visitors to their home worksite.

Adopted Feb 2021

Telework Safety Checklist

	Yes	No
Floors are clear and free from hazards and obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Doorways and hallways are unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Exits are free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient lighting is provided in workspace?	<input type="checkbox"/>	<input type="checkbox"/>
Workspace is away from distractions?	<input type="checkbox"/>	<input type="checkbox"/>
Workspace is appropriately designed and arranged to eliminate strain on body?	<input type="checkbox"/>	<input type="checkbox"/>
Workspace is clear and free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit is easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Working smoke detector in the workspace?	<input type="checkbox"/>	<input type="checkbox"/>
Working fire extinguisher is readily available?	<input type="checkbox"/>	<input type="checkbox"/>
Workspace is clear from flammable items?	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient electrical outlets are accessible?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical system is adequate for office equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical plugs, cords, outlets, and panels are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
No exposed/damaged wires?	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords and power strips are not daisy chained?	<input type="checkbox"/>	<input type="checkbox"/>
No permanent extension cords are in use?	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords and power strips are properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>
Surge protectors are used for library equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is turned off properly when not in use?	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature

Date