

[LIBRARY LETTERHEAD]

## **WORKING REMOTELY POLICY**

### **PURPOSE**

The [LIBRARY NAME] has adopted this Working Remotely Policy to make provisions for staff to work remotely.

The primary goals of [LIBRARY NAME]'s Working Remotely Policy are to establish:

- The eligibility of staff to work remotely
- The responsibilities of the staff, library, and Director
- An inclusive work environment that allows all employees to make a meaningful contribution to the library

The Working Remotely Policy is designed to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long-term library closures.

### **ELIGIBILITY**

Staff members may work remotely/from home under the following guidelines:

- The employee position must be conducive to working remotely
- All remote work requests must be approved by the Director
- The staff member must be able to demonstrate their ability to complete essential job duties while working remotely
- Remote working hours must comply with the staff member's regular working schedule
- Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time
- Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely

Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred.

### **EMERGENCY CLOSINGS**

If the library is closed due to emergency conditions, an interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library.

A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

### **ONGOING USE EVALUATION**

The Working Remotely Policy will be periodically evaluated by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding [LIBRARY NAME]'s Working Remotely Policy should be brought to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees \_\_/\_\_/2020