

TEMPORARY REMOTE WORK POLICY

Remote Work

Remote work means to work from home, or some other remote location, while using technology to connect with the Library office to which the employee is assigned.

In response to the COVID-19 coronavirus pandemic, and in an effort to promote the health and safety of our employees and their communities, the Chesterfield Township Library will permit certain employees to work remotely on a temporary basis.

Remote work may not be suitable for all employees and/or positions. Supervisors will notify employees if they are eligible for temporary remote work, and confirm any position-specific terms and conditions of such an arrangement.

Who is affected by this policy? All regular employees. This policy does not apply to temporary employees.

Remote Work Policy

Remote work is a business arrangement that allows employees to work from a remote location by electronically linking to the Chesterfield Township Library whether from home, the road, or elsewhere within the United States. This policy governs potential temporary remote work arrangements that are required practically by the COVID-19 pandemic.

Due to the uncertainty of the length and severity of the COVID-19 pandemic, all temporary remote work arrangements will be evaluated on an ongoing basis and are subject to being modified or discontinued immediately upon written notice. Employees who are approved for temporary remote work should have no expectation of ongoing remote work. For employees who have been previously approved for an ongoing remote work arrangement, policies and agreements applicable to that arrangement will remain in effect, unless circumstances relating to the COVID-19 pandemic warrant exception.

To the extent possible, an employee's job duties and responsibilities will not change due to temporary remote work. Professionalism in performance of job duties, work output and productivity, and service to the employee's departments, staff, patrons, vendors, and other constituencies as applicable, and related communications, must be maintained at the standards set by the Chesterfield Township Library and the employee's supervisor. Temporary remote work employees should be available during business hours via email and phone for communication with relevant constituencies as necessary. To the extent possible, the amount of time an employee is expected to work and/or productivity expectations will not change due to remote work, though temporary remote work schedules may include flexible work hours outside of regular business hours, or reduced work hours, to accommodate the challenges employees may face in their homes and in their communities as a result of the COVID-19 pandemic, as determined at the Library's discretion.

Open and ongoing communication between the remote work employee and her/his supervisor is key to a successful temporary remote work arrangement. It is expected that the employee and supervisor will work together to keep each other apprised of events or information obtained during the working day. Employees should communicate with their supervisor to identify in advance, and on an ongoing basis, any job duties or responsibilities that cannot be effectively performed during temporary remote work. Likewise, employees must promptly notify their supervisor in the event that personal circumstances, such as illness or dependent care responsibilities interfere with the employee's ability to fully perform their agreed upon job duties. Modifications will be considered as needed, and implemented when possible to the extent deemed appropriate by the Library.

Requesting Permission for Remote Work

Employees who would like to explore the option of temporary remote work as required by the COVID-19 pandemic should talk to their supervisor and to Human Resources. The Library will consider remote work requests on a case-by-case basis, taking into account factors including appropriateness of the job for remote work, the length of the employee's employment at the Library, seniority, employee performance, prior disciplinary action, flexibility, the reason(s) for remote work and the ability to work independently. Employees who are approved for remote work must sign a Temporary Alternate Work Location Agreement and, if approved to work remotely, will be expected to communicate with the Library at a level consistent with employees working at the office or in a manner and frequency that seems appropriate for the job and the individuals involved.

Remote Work Equipment and Supplies

On a case-by-case basis, and subject to change at any time, the Library will determine what equipment, if any, to provide to the employee to facilitate the remote work arrangement. The Library accepts no responsibility for theft, loss, damage or repairs to employee-owned equipment. Any equipment that the Library provides to an employee as part of a remote work arrangement shall remain the property of the Library and the Library will maintain that equipment. This equipment must be used for business purposes only. Depending on the circumstances, the employee may be responsible for any theft, damage, or loss of property belonging to the Library. The Library will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. The Library will also reimburse the employee for certain business related expenses such as phone calls, shipping costs, etc. that are reasonable incurred in accordance with job responsibilities. Unless otherwise agreed to in advance in writing, the Library will not be responsible for any other costs the employee may incur during remote work.

Remote Work Sites

The remote worker should designate a workspace, at the off-site work area, for installation of any equipment to be used while working remotely. This workspace should be maintained in a

safe condition, free from hazards to people and equipment. The employee will immediately report an injury sustained while working remotely immediately to the employee's supervisor and Human Resources.

Security

Employees approved for temporary remote work are responsible for the security of information, documents, and records in their possession or used during remote work. Restricted-access material should not be accessed or removed from the worksite without written consent from the employee's supervisor. Employees approved for temporary remote work must apply appropriate safeguards to protect the Library's confidential information from unauthorized disclosure or damage, and must comply with all privacy and security protocols and requirements implemented by the Library.

All Other Policies Apply

The Library's remote work employees must continue to abide by all other policies and procedures including those in regard to computer use, social media and confidentiality. As a condition of remote work, all employees who receive permission to remote work under this policy must first sign a Temporary Alternate Work Location Agreement.

Presence at Work

In the event an employee approved for remote work has previously planned to be physically present at a worksite, function, meeting or other event, or believes their physical presence is necessary at an event planned after the temporary remote work arrangement has begun, the employee must first contact their supervisor. The supervisor, together with Human Resources as necessary and appropriate will evaluate whether the employee should still attend the event in light of all relevant facts and circumstances known at that time. Employee health and safety, as well as the health and safety of other Library employees and the local community, will be carefully considered in such decision making.

Requests for Leave

Unless a flexible schedule is agreed to, employees should not permit non-work related events and activities to disrupt or interfere with scheduled work time. Requests to use sick leave, vacation or other leave must be approved in the same manner as the employee who does not work remotely. If a nonexempt employee becomes ill while working at an alternate work location, the employee must report the hours actually worked and use PTO for those hours not worked.

Nonexempt Employees

Nonexempt remote work employees are covered by the overtime requirements of the Fair Labor Standards Act, and therefore must comply with all record keeping requirements. Nonexempt remote work employees must accurately record and timely report all working time

as a condition of continued participation in the remote work program. All overtime must be approved in advance by the Director. The Library may revoke the temporary remote work privileges of any employee failing to comply with this requirement.

Duration of the Temporary Remote Work Arrangement

All temporary remote work arrangements required practically by the COVID-19 pandemic and granted under this policy are granted on a revocable basis. Consequently, in its sole discretion, the Library may discontinue any remote work arrangement at any time, although reasonable advance notice will be provided where practicable. Unless other arrangements have been made, upon termination of the remote work arrangement or employment, whichever is first, the employee must return all Library-owned property to the Library in good working order, less any normal wear and tear.

Nothing in this policy is intended to alter the at-will nature of your employment with the Library. Thus, you, or the Library may terminate employment at any time, with or without cause. Unless an employee has a valid written and signed contract of employment stating otherwise, employment is at-will, and can be terminated by the employee or the Library at any time.

Approved: November 18, 2020
Chesterfield Township Library Board of Trustees