

Employee

Telecommuting

Policy

Adopted June 4, 2020

Employee Telecommuting Policy

During special situations, when it will benefit the library, allowing employees to perform assigned duties at an alternate workplace other than the library during a portion of or all of the working hours may be arranged under the following terms:

A telecommuting agreement will specify the employee's scheduled work hours and the duties to be performed. The library director reserves the right to discontinue the agreement at any time.

While telecommuting, the employee's salary, benefits and essential job functions do not change as a result of the arrangement. The library director will determine which job duties are suitable for telecommuting and apply the same performance evaluation requirements for work performed.

An employee telecommuting must come to the library for any training, meeting or operational need, as determined by the library director.

Standards regarding confidentiality of information and security of the library's equipment and documents must be maintained at the alternate workplace.

Telecommuters must be accessible, via telephone and email, to their supervisor, co-workers and customers during their scheduled work hours.

Equipment and Supplies

The library may provide equipment depending on the nature of the job, equipment availability, and available funds. The library assumes responsibility for the maintenance and support of all equipment provided to telecommuting employees. However, the employee may be required to transport the equipment to the repair/maintenance location.

Telecommuters may use their own equipment if it meets the standards established by the library. The library assumes no liability in regard to damage or loss of property owned by the employee at the alternate workplace.

Supplies required to complete the telecommuter's assigned duties should be obtained from the library.

