

PERSONNEL

Working Remotely Policy

- I. STATEMENT:** The Red Jacket Community Library has adopted this policy to make provisions for staff to work remotely.
- II. PURPOSE:** The primary goals of Red Jacket Community Library's Working Remotely Policy are to establish:
- The eligibility of staff to work remotely
 - The responsibilities of the staff, trustees, and Library Director
 - An inclusive work environment that allows all employees to make a meaningful contribution to the library
- III. POLICY:**
- A. 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 while continuing to offer a high level of service to the community.
- B. ELIGIBILITY - Staff members may work remotely/from home under the following guidelines:
1. The employee position must be conducive to working remotely.
 2. All remote work requests must be approved by the Library Director prior to working Remotely.
 3. The staff member must be able to demonstrate their ability to complete essential job duties while working remotely.
 4. Remote working hours must comply with the staff member's regular working schedule.
 5. Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time during their regular schedule.
 6. Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely.
 7. The Library Director may work remotely, at their discretion, and will advise the Board President of their plans.
- C. Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred.
- D. EMERGENCY CLOSINGS
1. 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.
 2. A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

- E. ONGOING USE EVALUATION - The Working Remotely Policy will be periodically evaluated by the Library Director and Board of Trustees and updated as needed.
- F. Questions or concerns regarding RJCL's Working Remotely Policy should be brought to the Library Director.
- G. . This policy will remain in effect until the Board of Trustees votes to remove or revise it. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.

IV. REFERENCES:

- A. PLS model policy

Revision History:

06/15/2020: Formatting changes only