



Policies and Procedures
Policy 0031

REMOTE WORK POLICY	
Date of Origin: December 9, 2020	Approved By: Library Director & Library Board
Date(s) of Revision:	Date(s) of Review:

Employment Practices: Remote Work

A. PURPOSE

To establish uniform standards for implementation, approval, supervision, and evaluation of employees who are authorized to work remotely in emergency situations.

B. SCOPE

This policy applies to all Libraries of Stevens County (the Library) employees who are approved to work remotely.

C. IMPLEMENTATION

1. Policy Statement

Provisions of this policy may be enacted following a declaration of an emergency such as Continuity of Operations, disaster recovery, inclement weather conditions, or other defined emergency. Informal remote working, such as working from home for a short-term project, is permitted on a case-by-case basis with supervisor and/or District Manager approval and does not require a Remote Work Agreement.

Remote work necessity may be approved at the discretion of the appropriate member of the Library Leadership Team if it is found that doing so will not negatively impact service delivery, customer service, or the overall functions of the work unit. Leadership Team members may create remote work opportunities to enhance efficiency and service delivery. All employees who are eligible for remote work must complete the "Remote Work Agreement." Supervisors will be responsible for reviewing these agreements periodically.

Employees may petition their supervisor for re-consideration of the emergency work assignment. Approval is at the discretion of the Library Leadership Team.

Remote work is not a right and requires supervisory approval. Remote work is an alternative method of addressing the needs of the communities and employees we serve. The Library is not obligated to make remote work available to an employee and may terminate the remote work agreement at any time.

2. Hours Worked and Assignments

The employee's work hours and responsibilities will not change as a result of working remotely without prior approval from their supervisor. Work assignments will be commensurate with the

employee's classification. Employees will follow standard procedures for accurately recording all hours worked.

3. Designated Remote Worksite

- a. Employees will work at a designated location while working remotely. A request for a temporary remote work location change shall be submitted to the supervisor for approval by email with dates and times of the proposed temporary change.
- b. Employees are entirely responsible for providing a safe and productive office environment. This includes, but is not limited to, a high-speed internet connection sufficient for connection to Library network resources (including use of a mobile hotspot if home internet is insufficient) and a telephone, as well as adequate light, heat, ventilation, electrical service, and other conditions that make a generally safe and healthful work environment. The Library will supply employees with appropriate office supplies and equipment for successful completion of job responsibilities and provide reimbursement for other business-related expenses. The Library will not be responsible for any operating costs that are associated with the employee using a home or off-site location as an alternative worksite; for example, home maintenance, insurance, utilities, renovation of workspace, equipment, etc.
- c. Vendor or customer visits to the employee at their remote work site are prohibited.

4. Electronic Access and Security

- a. Employees working remotely on a regular basis must use Library-provided equipment. If Library equipment is unavailable, staff may temporarily use their personal devices, but no Library work of any kind shall be stored on personal equipment or on personal storage devices due to public records considerations. All business data is to be stored on Library network drives where it can be kept secure and backed up. Protecting Library data is a primary requirement.
- b. Libraries of Stevens County and customer information and documents must be kept secure from family members and others who may access the remote work site. Employees are prohibited from sharing information, documents, and/or work product, or allowing anyone other than Library employees to use Library equipment. In addition, employees are expected to take steps to ensure the protection of Library information which is accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.
- c. All work performed at the remote location is considered to be the Library's official business, and all work products which are created by the employee working remotely are the property of Libraries of Stevens County and must be protected from theft and unauthorized access. The Library reserves the right to recover any of its property from the remote location, and the employee agrees to make such property available to the Library upon request.

5. Safety and Liability

- a. The designated remote worksite area and all other areas with which the employee will come into contact during official duty hours must be kept free from all hazards, and the

employee must exercise reasonable due care and prudence in carrying out official duties in these areas.

- b. Workers' compensation liability will be limited to work-related injuries within the workspace of the offsite location, as opposed to all areas of the location. Employees must report any work-related injuries to their supervisor at the earliest reasonable opportunity.
- c. The Library will not be responsible for costs associated with initial setup nor for repairs or modifications to the home workspace, and the employee will hold the Library harmless for injury to self or others at the alternate work site.
- d. The Library assumes no liability or responsibility for any activity, incident, event, damage, or injury, which is not associated with or does not result from the performance of officially assigned job duties and/or for which the Library has no ability to control. The Library assumes no responsibility at any time for damages or losses of any kind to personally-owned property or the property of parties outside this scope.

Additional Regulations

All employees must understand and agree to the following rules related to remote work:

- a. The duties, obligations, responsibilities and conditions of employment are not changed by working remotely; and all rules, policies, and regulations pertaining to employment, employee conduct, performance of duties, and health and safety continue to apply. Violations may result in the discontinuation of the employee's remote work privileges and/or disciplinary action.
- b. Employees will attend Department meetings, and/or meet with the supervisor, manager, director, or human resources representative upon request.
- c. Reimbursement will be provided for required travel which is outside the employee's normal commute; however, no reimbursement will be provided for travel which is not a requirement or which is made at the Employee's desire or preference.
- d. Employees working remotely are responsible for the observance of any ordinances or regulations regarding the performance of work at the specified remote location or residence. Any tax liabilities or implications related to remote working and the use of alternate work locations are the sole responsibility of the employee. Employees are encouraged to seek professional advice in this regard.
- e. Employees represent the Library during the conduct of working remotely. Therefore, behavior during remote work must reflect honorably upon the Libraries of Stevens County. No activities may be undertaken during remote work that would reflect negatively on the Libraries of Stevens County, or that would create a violation of the Employer's policies and procedures. Professionalism in terms of job responsibilities, work output, work quality and quantity, and relationships with supervisors, peers and/or customers is unchanged while working remotely.
- f. Employees will not conduct personal business or any other tasks that are not part of the regularly assigned work-related functions while in official duty status while working remotely. The supervision of children or dependent adults must not substantially interfere with the ability to complete work duties.
- g. Employees are expected to be available in the same way as their main place of work. They should be available to take phone calls as required and complete tasks as assigned.

Libraries of Stevens County Remote Work Agreement

This Remote Work Agreement (the Agreement) is made and entered into by and between _____
_____ (Employee), and the Libraries of Stevens County. This Agreement shall be effective beginning on _____, until discontinued.

EMPLOYEE INFORMATION

JOB TITLE / LOCATION: _____

REPORTS TO: _____

The Employee named above is hereby authorized to perform work for the Libraries of Stevens County at the residence or off-site office located at: _____, second location (if relevant) _____ in accordance with the terms and conditions of this Agreement and the Libraries of Stevens County Remote Work Policy. The Employee's work schedule while working remotely will be: _____

The Employee agrees and understands that authorization to perform Libraries of Stevens County job duties at their residence or off-site office is a privilege, is not an entitlement, and that such authorization may be granted or revoked at any time at the sole discretion of the Employee's Supervisor. The Employee understands that this Remote Work Agreement, and its associated provisions and arrangements, are not a basis for changing the Employee's salary or benefits. All pay, leave, and travel entitlements are based on the Employee's primary business location.

To be completed by authorizing Manager or Supervisor:

Approved Not approved

Rationale for not approving/Conditions of approval:

MANAGER/SUPERVISOR

EMPLOYEE

By (Sign)

By (Sign)

Name (Print)

Name (Print)

Date

Date