

VI. PERSONNEL POLICY

D. EMPLOYMENT PRACTICES

Remote Work

Following are provisions the Eaton Rapids Area District Library has put in place to allow staff to work remotely. Permission to engage in remote work is at the discretion of the Library Director, and is granted on a temporary and revocable basis; it may be discontinued or altered by the Library at any time, and for any reason. Failure to fulfill normal work requirements, both qualitative and quantitative, may be cause for disciplinary action or termination of employment. Employees are still required to be on site as necessary to attend meetings, training sessions, or similar events or occurrences.

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

- Staff members must be able to demonstrate their ability to complete essential job duties while working remotely
- A specific work schedule must be agreed on by the employee and the Director
 - Unless other specific arrangements are made with the Director, the employee agrees to be accessible during the agreed upon working hours while working remotely
- Staff members must be available to the Library by email, chat, and/or phone within a reasonable amount
- Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred
- Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely
 - Technology assistance may be available by the Technology Coordinator, but is not guaranteed
- If the Library requests a staff member work remotely, the staff member is responsible for communicating to the Library if they do not have the necessary technology or equipment to perform the task
 - The Library will work with the staff member to either provide the technology or equipment or make a reasonable accommodation in the staff member's essential duties
 - Any item on loan from the Library remains the property of the Eaton Rapids Area District Library, and must be returned upon termination of the remote work arrangement
 - Employees are personally liable for missing or damaged equipment
- If a technical concern prohibits access to working remotely during scheduled work time, the impacted employee must notify the Director by telephone as soon as possible
- Employees who are unable to work due to illness or wish to take personal time must use PTO, and must report their absence to their supervisor.

Remote workers are subject to the Library's employment policies and procedures set forth in this Policy Manual and other procedural documents.