

Warren-Newport Public Library District

Staff Manual

530 Remote Work

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The Warren-Newport Public Library District (WNPLD) may consider working from home or other remote work locations a viable alternative work arrangement for certain employees if their supervisor, department manager, and the library administration determine that the position and the nature of the job responsibilities are suited for remote work. Remote work is not an entitlement and in no way changes the terms and conditions of employment.

In the event of an emergency building closing, WNPLD may require employees in certain positions to work remotely. These employees will be advised of such requirements by their supervisor, department manager, and/or the library administration. Whenever possible, preparations should be made in advance by employees and supervisors to allow for remote work in emergency circumstances. The IT department will review equipment and software needs with employees and provide support during emergency remote work situations. Employees should not assume any specified period of time for emergency remote work arrangements, and WNPLD may require employees to return to regular, in-office work at any time consistent with applicable federal, state, or local law or order.

For remote work arrangements outside of emergency closings, either the employee or supervisor/department manager can initiate a request for remote work that is recurring (e.g., work from home each Monday) or for a continuous period (e.g., work from home each day for the next month). Reasons for such an arrangement include, but are not limited to health, injury, and safety; family matters such as childcare or eldercare; and adjustments during a pandemic event.

Requests for remote work of 2 months or less will be reviewed by the department manager on a case-by-case basis. The employee and department manager will discuss job responsibilities and determine if the job is appropriate for a remote work arrangement, including a review of equipment needs, communication needs, and scheduling issues. If the proposed arrangement is feasible and deemed appropriate by the department manager, the department manager will notify library administration of the arrangement and its specifications. Requests for remote work of more than 2 months will be reviewed by the department manager and library administration on a case-by-case basis. The employee and department manager will discuss job responsibilities and determine if the job is appropriate for a remote work arrangement, including a review of equipment needs, communication needs, and scheduling issues. If the proposed arrangement is feasible and deemed appropriate by the department manager, a Remote Work Agreement (Exhibit A) will be prepared by the Human Resources Generalist and signed by the employee and their supervisor.

A remote work employee who is not exempt from overtime requirements under the Fair Labor Standards Act must record all hours worked in a manner designated by their supervisor. Any work in excess of regularly scheduled hours requires advance approval of the employee's supervisor. Failure to comply with this record keeping requirement may result in the immediate end of the remote work arrangement and/or disciplinary action.

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The employee will establish an appropriate work environment within their home or other remote location for work purposes. WNPLD will not be responsible for costs associated with the setup of the employee's remote work location, such as remodeling, furniture, or lighting, or for repairs or modifications to home office space. WNPLD will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with WNPLD's expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of employee and patron information accessible from their home office or other remote work location. Failure to take appropriate steps to ensure that information remains protected while working remotely will subject an employee to disciplinary action.

Injuries sustained by a remote work employee while at their home or other remote work location and in conjunction with work duties for the library are normally covered by the library's workers' compensation insurance coverage. Remote work employees shall notify the Human Resources Generalist of any injuries and complete an incident report in a timely manner. A remote work employee is liable for any injuries sustained by visitors to the remote work employee's work site.

Warren-Newport Public Library District
Lake County, Illinois

Remote Work Agreement

Name: _____ Job title: _____

Department: _____

Employment category:

Exempt

Non-exempt

This remote work agreement may be evaluated on a regular basis to determine approval for continuation. This alternate work arrangement may be discontinued at any time, with or without notice, at the sole discretion of the library administration.

Temporary work location: _____

Expected schedule and hours per day/week: _____

Start and end dates (not to exceed one year): _____

The employee agrees to the following conditions:

- The employee will remain accessible and productive during designated work hours.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours or any hours in excess of their normal work schedule.
- The employee will report to the library as necessary upon directive from their supervisor.
- The employee will communicate regularly with their supervisor and co-workers, which includes a weekly written report of activities. Supervisors will review these weekly reports with their direct reports and provide feedback.
- The employee will comply with all library rules, policies, practices, and instructions that would apply if the employee were physically working at the library.
- The employee will continue to maintain satisfactory performance standards and be subject to the library's normal conduct and performance expectations for its staff.
- The employee will make arrangements for regular dependent care and understands that remote work is not a substitute for dependent care. During an extended closure due to circumstances such as a local epidemic or global pandemic, exceptions may be made for employees with caregiving responsibilities.
- The employee will maintain a safe and secure work environment at all times.
- The employee will allow WNPLD to have access to the remote work location for purposes of assessing safety and security, upon reasonable notice.
- The employee will report work-related injuries to the Human Resources Generalist as soon as possible and complete an incident report.

Warren-Newport Public Library District will provide the following equipment:

- The employee agrees that the library's equipment will not be used by anyone other than the employee and for business-related work. The employee will not make any changes to security or administrative settings on WNPLD equipment, unless otherwise approved by IT. The employee understands that all tools and resources provided by WNPLD shall remain the sole property of the library. Any equipment provided to the employee must be returned to the library in good and working condition at the conclusion of this Remote Work Agreement or upon separation from employment.
- The employee agrees to protect WNPLD tools and resources from theft or damage and to report theft or damage to their supervisor immediately.
- The employee agrees to comply with WNPLD policies and expectations regarding information security. The employee will be expected to ensure the protection of employee and patron information accessible from their home offices or other remote work locations.

WNPLD will reimburse an employee for authorized work expenses under the following conditions:

The employee will submit expense reports with attached receipts in accordance with WNPLD's expense reimbursement policy.

The employee understands that all terms and conditions of employment with WNPLD remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return library equipment and documents within five days of termination of employment.

Remote work expenses over \$500.00 incurred by the Executive Director require Board approval.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Executive Director signature: _____ Date: _____

HR Generalist signature: _____ Date: _____