

## Remote Work Policy

### **Policy Statement**

In response to a local, state, or national emergency situations, employees may be asked to work from a location other than the library building.

Other remote work requests will be addressed on a case-by-case basis. Not all employees at the Peter White Public Library have jobs with tasks suited for remote work scenarios. PWPL wants to ensure that remote work is a mutually beneficial arrangement, therefore the following considerations will be used in decision making.

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### **Considerations:**

1. Remote work may be a voluntary or required work alternative that is appropriate for some employees and some jobs but not for all employees or all positions.
2. Remote work is a permanent or temporary arrangement between employees and their direct supervisor(s).
3. Peter White Public Library uses three types of remote work:
  - A. During a local, state, or federal emergency or in a situation when the library has declared the activation of Emergency Operations.
    - i. PWPL may require employees to work remotely during an emergency. Remote work during an emergency is a temporary way to continue essential library operations and sustain service;
    - ii. For the purposes of this policy, an “emergency” is determined by the Library Director, the Library Board of Trustees, following the guidelines presented in the (GOV – 8 Emergency Response Policy) ;
    - iii. To the greatest extent possible during an emergency, the library will arrange remote work accommodations for employees including equipment like laptops, headsets, cameras, and software for remote work like VPN and company software;
    - iv. Employees are expected to immediately report technical issues and concerns that may prohibit remote work during an emergency to their supervisor.
  - B. When determined by ADA regulations to be reasonable accommodation.
    - i. Remote work as reasonable accommodation is governed by Americans with Disabilities Act (ADA) and the State Laws of Michigan.
  - C. As part of a routine remote work agreement.

- i. All routine remote work schedules and hours must be pre-approved by the Library Director. This agreement will include an agreed upon percentage of the regular working hours for the employee. Regular job duties, scheduled hours and other factors will be taken into consideration;
  - ii. PWPL reserves the right to amend, terminate, or suspend any and all of the provisions of the remote work agreement at any time.
4. To ensure that employee performance does not suffer in remote work arrangements, the library advises remote employees to:
  - A. Create a remote work environment that takes into consideration employee safety, ergonomics, and ability to concentrate;
  - B. Keep careful records of time worked actively on job duties, ensuring time needed for home responsibilities are not being reported as time worked;
  - C. Use library provided email and ensure work product is professional.
5. Remote employees must follow library service and personnel policies. This is including, but not limited to attendance, library privacy, data protection and workplace cultural expectations.
6. The library will compensate employees for remote hours worked at the employee's normal rate of pay.
7. Emergency Operations: During an emergency declaration, specific guidelines related to remote work will be released as a part of the Emergency Operations Plan. .
  - A. If the library is providing any onsite services, a minimum level of onsite staffing will be required. These onsite services may include but are not limited to: curbside pickup; craft and activity kit preparation; administrative work; and/or phone, chat, or email patron assistance.

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Peter White Public Library Board of Trustees  
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