

# **Montauk Library Personnel Policy**

*Approved February 22, 2021*

## **REMOTE WORK POLICY**

### **PURPOSE**

To make provisions to permit staff to work remotely, the Montauk Library has adopted this Remote Work Policy. The primary goals of the Library's Remote Work Policy are to establish:

- The eligibility of staff to work remotely
- The responsibilities of the staff and Director

In most cases, working remotely is a privilege extended by the Library's Board of Trustees and Administration. The Remote Work Policy is designed to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long-term Library closures and building occupancy restrictions. Remote work is not to be used in lieu of sick time or other paid or unpaid time off, unless with advanced, written approval from Director.

### **ELIGIBILITY**

The Director may grant staff members the permission to work remotely under the following guidelines:

- The employee's essential job duties must be conducive to working remotely and such remote work must be in best interests of the Library, as determined by the Director;
- All remote work requests must be submitted in writing to the Director by the requesting staff member and all decisions will be provided by the Director in writing to the requesting staff member;
- The staff member must have the demonstrated technical skills to complete essential job duties remotely, as determined by the Director;
- The staff member will be provided with equipment to perform the functions of their job remotely. The staff member is required to use Library-provided equipment, including, but not limited to, laptops, when working remotely. Library-provided equipment must be returned to the Library in the condition in which it was originally lent;
- All Library-provided equipment as well as remote work performed pursuant to the employee's duties for the Library is the property of the Library and subject to access by the Director and/or Board of Trustees;
- The staff member must demonstrate competency in using all Library-required hardware and software including online productivity tools and video conferencing where applicable and as determined by the Director;
- Approved staff members must clock in via the appropriate website and/or mobile app. In addition, approved staff members must complete detailed remote work logs, to be submitted to his/her Supervisor for review and approval before final submittal to Director. Remote work logs must be submitted during the pay period in which the shift was worked;
- Staff members must be available to the Library by email, chat, and/or phone during scheduled work hours, for the duration of their shift;

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- Staff members must make themselves available when directed by his/her Supervisor to meet with their Supervisor to check in and provide an update on projects and other responsibilities, in-person or remotely dependent upon circumstances;
- Unless Library buildings are closed in an emergency or a staff member so requires for medical reasons supported by appropriate documentation, no staff member is eligible to work remotely 100% of the time; and
- All approved remote work will be reevaluated by the Director on at least a bi-monthly basis.

Staff members will not be reimbursed for phone calls, internet access, equipment, or other expenses incurred.

Staff members who fail to abide by the terms of this policy may be subject to discipline, including, but not limited to, revocation of permission to work remotely.

### **ONGOING USE EVALUATION**

The Remote Work Policy will be periodically evaluated by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding the Library's Remote Work Policy should be brought to the Director.

Approved by the Montauk Library Board of Trustees  
February 22, 2021