

## **Staff Work From Home Policy**

In consideration of the current corona virus pandemic and the health and well being of members of the Ramsey Free Public Library staff, the following guidelines will be considered as an aid in determining when work assignments may be completed remotely.

The primary goals of the Library's Working Remotely Guidelines are to help establish:

- The eligibility of staff to work remotely
- Conditions in which work may be accomplished remotely
- The responsibilities of the staff, library, and Director
- An inclusive work environment that allows all employees to make a meaningful contribution to the library
- The health and safety of staff and the public
- Furtherance of the mission of the library

These guidelines are designed to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, related to the corona virus pandemic including short and long-term library closures. With advanced notice, application of these guidelines requires approval from the Library Board of Trustees or, in an emergency situation, the Board's executive committee.

### **ELIGIBILITY**

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

- The employee's position must be conducive to working remotely (examples of this would be: phone and e-mail services, program planning and recording/broadcasting that can be completed from home or an alternate site, Social Media/marketing, collection development, financial and bookkeeping duties, administrative work). If normal work duties do not fit within these parameters, special approval must be provided and special projects assigned by the Library Director. These duties will be at the discretion of the Library Director, whether this arrangement is feasible or needed, as well as the details and scope of the duties assigned.
- Conditions exist in the Library or in the personal situation of the employee that make working remotely advisable.
- All remote work requests must be approved by the Library Director.
- The staff member must be able to demonstrate their ability to complete essential job duties while working remotely.
- All remote work must be documented using a Work From Home form, which should be submitted weekly.
- Remote working hours must comply with the staff member's regular

working schedule or modified corona virus response schedule, as assigned by the Library Director.

- No more than 50% of the staff member's regularly scheduled hours may be completed remotely while the library is open to the public.
- Staff members must be available to the library by email, chat, and/or phone during the staff member's regular or assigned working schedule
- Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely. If and where possible, library resources may be provided, which will be at the sole discretion of the Library Director, and based on availability, feasibility and need. Staff members will not be reimbursed for expenses incurred by phone calls, Internet access, equipment, or other expenses related to working remotely from home.

### **EMERGENCY CLOSINGS**

If the library is closed due to emergency conditions, an interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library.

A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

### **ONGOING EVALUATION**

These guidelines will be periodically evaluated by the Director and Board of Trustees and revised/updated as needed.

Questions or concerns regarding these guidelines should be addressed to the Library Director.

*Approved at the September 14<sup>th</sup>, 2020 meeting of the Library Board of Trustees of the Ramsey Free Public Library.*