Mattituck-Laurel LIBRARY

PO Box 1437
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Mattituck, NY 11952

631-298-4134
www.mattitucklaurellibrary.org

Remote Work / Telecommuting Policy

In the event of an emergency or public health crisis, the Mattituck-Laurel Library may allow or require employees to work remotely for extended periods of time to ensure business continuity along with preserving the health and safety of staff and their families. The Library Director makes all decisions about work from home situations and will communicate any requirements and stipulations with employees.

Employees must complete the Remote Work Agreement in order to work remotely. This signed agreement will remain in the employee's personnel file.

Requirements for remote work environment and equipment

- All employees will establish an appropriate work environment within their home for work purposes. The Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting. Nor will the Library be responsible for repairs or modifications to the home office space.

- Equipment needs for each employee will be determined on a case-by-case basis with the Library Director. Equipment supplied by the Library is to be used for business purposes only.

- Access to secure, reliable internet at home.

- Consistent with the organization's expectations of information security for employees working at the office, working from home employees will be expected to ensure the protection of proprietary company and patron information that they access from their home office.

- Employees should not assume any specified period of time for emergency work from home arrangements, and the Library may require employees to return to regular, in-office work at any time.

Expectations for employees

1. Adhere to all Library policies and procedures and any applicable laws and regulations including legally required rest breaks and meals.
2. Ensure service to patrons and coworkers is not adversely affected.
3. Ensure their schedule does not create inequity in work distribution, limit time off for other members, or in any way adversely affect the Library's programs, services, and operations.
4. Maintain high standards of productivity and performance.
5. Make reasonable precautions necessary to secure Library equipment.
6. Attend all virtual work meetings where possible.

<u>Communications</u>

Employees agree to be available for communication with the Library during approved remote work. Agreed upon modes of communication are as follows:

- Zoom or other teleconferencing software for video Library events and business meetings
- Telephone calls
- Work email

Adopted 08/14/2023

This Remote Work Agreement (the Agreement) is made and entered into by and between _____, and the Mattituck-Laurel Library. This Agreement shall be effective beginning on _____, until discontinued.

EMPLOYEE INFORMATION

JOB TITLE / LOCATION: _____ REPORTS TO: _____

The Employee named above is hereby authorized to perform work for the Mattituck-Laurel Library at the residence or off-site office located at: _____,
in accordance with the terms and conditions of this Agreement and the Mattituck-Laurel Library Remote Work Policy. The Employee's work schedule while working remotely will be:

_____
_____
_____
_____

The Employee agrees and understands that authorization to perform Mattituck-Laurel Library job duties at their residence or off-site office is a privilege, is not an entitlement, and that such authorization may be granted or revoked at any time at the sole discretion of the Employee's Supervisor or the Director. The Employee understands that this Remote Work Agreement, and its associated provisions and arrangements, are not a basis for changing the Employee's salary or benefits. All pay, leave, and travel entitlements are based on the Employee's primary business location.

To be completed by authorizing Manager or Supervisor:

□ Approved   □ Not approved

Rationale for not approving/Conditions of approval:

_____
_____
_____
_____

MANAGER/SUPERVISOR: _____ Date _____
EMPLOYEE: _____ Date _____