

Superiorland Library Cooperative Work-At-Home Policy

Section I. Introduction

The Superiorland Library Cooperative Work-At-Home Policy has been established to provide a mutually beneficial employment environment for employees and the Cooperative. The purpose of this policy is to provide guidelines for employees and consistency in use of Work-At-Home privileges.

Work-At-Home may also be utilized to provide business continuity of Superiorland Library Cooperative services during inclement weather, a state of emergency, loss of utilities, damage to the SLC headquarters or in the event of a natural disaster. Work-At-Home may also be used by employees to work outside of designated Superiorland Library Cooperative business hours (Monday-Friday 8:00 a.m. to 5:00 p.m.) or with colleagues not on Eastern Time.

The Work-At-Home Policy applies to all Cooperative employees who are eligible to Work-At-Home for a defined period of time. This arrangement works best for employees who do not require face-to-face interaction, require minimal supervision, involve extensive use of computers and/or telephone and have clearly defined and measurable tasks.

Work-At-Home is a voluntary work alternative that provides flexibility and may be appropriate for some employees and positions. Work-At-Home is not an employee right or benefit and may be discontinued for any business reason at any time.

Employees will be permitted to Work-At-Home at the discretion of the Superiorland Library Cooperative Director and/or their immediate supervisor.

Work-At-Home does not in any way change the terms and conditions of employment with the Superiorland Library Cooperative.

Section II. Work-At-Home Criteria

To be eligible to work from home, employees must provide a secure network connection to the internet that will be used to access the Superiorland Library Cooperative network. This internet connection must not be a public connection that can be accessed by non-authorized persons outside of the staff member's immediate family.

Employees who can most effectively take advantage of Work-At-Home are those that

- Have portable job duties.
- Have a work site and equipment suitable for working at home—this may include, but is not limited to, telephone, internet, computer, equipment, supplies, etc.
- Are able to work independently and productively.
- Will be accessible to customers, colleagues and supervisor during scheduled work hours.

Work-At-Home employees must attend all required scheduled meetings.

Section III. Work Schedule

The Director and/or immediate supervisor and Work-At-Home employee will establish the employee's Work-At-Home schedule.

Work-At-Home privileges are not to be used for the sole benefit of the employee, to adjust the employee's work week, employee's schedule or increase the number of hours an employee works beyond 40 hours per week.

The Employee will document all time worked and account for any hours not worked with the appropriate leave designation (vacation, PTO, Personal Business, compensatory time, etc.)

Section IV. Equipment, Supplies, Telephone and Data Connection

- The employee is expected to establish an appropriate safe, secure and comfortable work environment within his/her home for work purposes.
- The employee will use his/her own equipment, supplies, telephone and data connection to perform all necessary job duties during Work-At-Home.
- The employee is responsible for all operating costs, home maintenance and any other costs required to make the home a suitable alternate work location.
- In the event of damage to the remote location, equipment failure or malfunction that makes the home work location inoperable, the employee will immediately discontinue Work-At-Home until such time as repairs are made and the home work location is operational.
- In special instances, the Superiorland Library Cooperative may provide the necessary equipment and supplies to allow the employee to perform necessary Work-At-Home duties.

Section V. Security

All Superiorland Library Cooperative information security, patron confidentiality, records management and retention policies and procedures apply to the Work-At-Home situation.

Section VI. Special Circumstances

- Employees cannot Work-At-Home during a medical leave without written authorization from a medical professional.
- The Superiorland Library Cooperative is not liable for injuries to third persons, including family members, at the home work site.
- The Superiorland Library Cooperative is not liable for damages to the employee's real or personal property at the home work site.
- If a Work-At-Home employee is injured during the performance of official Superiorland Library Cooperative business while at the home work site during work hours, the employee will immediately report work-related injuries to the Superiorland Library Cooperative Director.

Adopted by the Superiorland Library Cooperative Board of Directors December 8, 2017