



## Work from Home Policy

In the event of an emergency or public health crisis, the Webster Public Library may allow or require employees to work from home 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 Work from Home Agreement in order to work from home. This signed agreement will remain in the employee's personnel file.

### Requirements for work at home 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. Take reasonable precautions necessary to secure library equipment.
6. Attend all virtual work meetings where possible.

### Communications

Employees agree to be available for communication with the library during approved work at home hours. Agreed upon modes of communication are as follows:

- Zoom or other teleconferencing software for video library events and business meetings
- Telephone calls
- Microsoft 365 for work email and group communications

Adopted by the Webster Public Library Board of Trustees on 08-12-2020