



Remote Work Policy

The Walled Lake City Library has provisions in place to allow staff to work remotely in order to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long-term library closures.

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

- The employee position must be conducive to working remotely
- All remote work requests must be approved by the Director or his/her designee
- The staff member must be able to demonstrate their ability to complete essential job duties while working remotely
- Remote working hours must comply with the staff member's regular working schedule; variations to that schedule must be approved by the Director or his/her designee
- Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time
- Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred
- Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely unless the request to work remotely is prompted by the Library
- If the Library requests a staff member work remotely, the staff member is responsible for communicating to the Library if they do not have the necessary technology or equipment to perform the task
 - The Library will work with the staff member to either provide the technology or equipment or make a reasonable accommodation in the staff member's essential duties
- The library will compensate employees for remote work at the employee's normal rate of pay
- Remote employees must follow library service and personnel policies including attendance, library privacy, data protection, and the library code of conduct when representing the library at meetings that are virtual or otherwise
- To ensure that employee performance does not suffer in remote work arrangements, the library advises remote employees to:
 - Choose a quiet and distraction-free work space
 - Dedicate their full attention to their job duties during working hours
 - Adhere to break and attendance schedules
 - Maintain a professional work environment

An appropriate level of communication between the telecommuter and supervisor (director or Board of Trustees) will be agreed to as part of the discussion process. After conclusion of the trial period, the director and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.