

## **Mastics Moriches Shirly Community Library Telecommuting Policy**

### **Purpose:**

The Library recognizes that telecommuting is a viable alternative work arrangement for certain positions and in certain situations. This Policy sets forth the terms and conditions for telecommuting assignments.

### **Definition:**

For purposes of this Policy, telecommuting is defined as an approved temporary remote-access arrangement for all or part of the workweek. Telecommuting is a privilege that is available to employees holding non-labor class positions only during periods of in-person work restrictions due to the COVID-19 pandemic or periods of non-emergencies as determined by the Board. As of this policy's adoption date, the Board has approved telecommuting in connection with the Main Library renovation. The Library will notify Employees of the periods during which telecommuting is available.

### **Eligibility:**

In order to telecommute, the Library Director or Department Head, or their designees, has determined that the employee's work responsibilities could be performed while telecommuting. In addition, one of the two conditions must have been met:

1. The Employee has been: (a) provided with a Library-issued laptop, tablet or other mobile device that is connected to the Library's network; or (b) authorized by the Library to connect to its network from a personally owned device and has been issued VPN access; or
2. The Library Director, Department Head, or their designees, has given the Employee assignments or projects that can be performed away from the traditional work location.

Telecommuting is not available for long-distance work. Employees must work from an area that is within the geographical location of the Library.

Eligibility to telecommute will be determined by the Library in its non-reviewable discretion. The Library retains the right to modify or terminate a telecommuting assignment.

### **Terms and Conditions:**

1. Except as otherwise set forth in this Policy, Employees' duties, obligations, responsibilities and conditions of employment remain the same as those when working at their regular worksite.
2. An Employee who is authorized to telecommute must:

- a. Comply with all terms and conditions of this Policy;
- b. Anticipate the need to provide space, telephone and, if applicable, internet capabilities at the location from which he/she is telecommuting;
- c. Not hold in-person visits or meetings related to Library business at the location from which he/she is telecommuting;
- d. Maintain a safe and secure work environment and report any work-related injuries to the appropriate person at the earliest reasonable opportunity;
- e. Assume primary responsibility for maintaining effective communication and workflow among other employees and the public;
- f. Provide their Department Head, or designee, with a telephone number for the worksite location at which they are reachable during their regular shift and during any authorized overtime or, for exempt employees, as required by his/her position;
- g. Regularly check for communications by email and telephone during his/her regular shift and any authorized overtime or, for exempt employees, as required by his/her position;
- h. Where possible, consistent with their duties and responsibilities, work the same hours, and have the same breaks, as they did before he/she began working remotely, unless a change is approved or required in accordance with applicable law, policy, employment agreement or collective bargaining agreement;
- i. Attend, if conditions permit, job-related meetings, training sessions, webinars or conferences, as may be requested by his/her supervisor (which may be held in-person, via videoconference or teleconference, depending on what is practicable and appropriate);
- j. Maintain all Library materials and information as confidential, safe and secure including, but not limited to, by:
  - i. Preventing unauthorized or accidental access, use, modification, destruction, or disclosure of agency materials and information;
  - ii. Preventing damage to Library equipment, other than normal wear and tear;
  - iii. Keeping Library equipment secure and only using it for Library business;

- iv. Properly disposing of media (both hardcopy and electronic) using approved means of destruction;
  - v. Receiving permission from his/her supervisor prior to using or accessing sensitive data outside of the Library's facilities;
  - vi. Utilizing and storing sensitive data on network drives;
  - vii. Physically securing Library devices at all times;
  - viii. Immediately reporting to the Library any incident in which sensitive information has been potentially lost or compromised; and
  - ix. Returning Library equipment to the Library after a telecommuting assignment has ended.
- k. Adhere to all Library rules, policies, directives, practices and standards including, but not limited to, those regarding ethical conduct and the use and misuse of government services, resources and equipment;
  - l. Request approval to use vacation, sick or other leave in the same manner as when working at his/her regular work location;
  - m. Request approval to work overtime in the same manner as when working at his/her regular work location;
  - n. Report time and attendance in the same manner as when working at his/her regular work location; and
  - o. Return any equipment supplied by the Library for the purpose of telecommuting once the Employee is no longer doing so.

**Applicable Law, Attendance and Overtime:**

Employees who telecommute pursuant to this Policy will be compensated in accordance with applicable law, Library policies and any applicable employment or collective bargaining agreement.

All Employees, regardless of whether they are exempt, and regardless of whether they are telecommuting, are required to accurately report their hours worked using the Library's timekeeping system. No one who is telecommuting is authorized to work beyond their regular workday or workweek without the advance written approval of the Library Director, Department Head or their designees.

Approved by the Board of Trustees December 20, 2021