



Work From Home Policy

It is the policy of the Fleetwood Area Public Library (FAPL) to maintain a safe and healthy workplace, including minimizing the transmission of contagious diseases, including but not limited to COVID-19. To protect our workforce and ensure business continuity during a health crisis such as, but not limited to, the COVID-19 pandemic, the FAPL is implementing a work from home arrangement for certain employees, as outlined herein.

TO BE ELIGIBLE FOR PARTICIPATION IN THE WORK FROM HOME ARRANGEMENT, EMPLOYEES MUST RECEIVE WRITTEN APPROVAL FROM THE DIRECTOR OR THE BOARD OF TRUSTEES. THE FAPL RESERVES THE RIGHT TO REVOKE ANY WORK FROM HOME ARRANGEMENT AT ANY TIME, OR TO OTHERWISE MODIFY THIS POLICY OR ANY PARTICULAR EMPLOYEE'S ABILITY TO TELECOMMUTE IN THE FAPL'S SOLE DISCRETION.

Telecommuting / teleworking is the concept of working from home on a full- or part-time basis. Telecommuting may be appropriate for some employees and jobs, but not for others. Whether and to what extent telecommuting is appropriate for a given employee or job is determined in the FAPL's sole discretion. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Company. Your employment continues to be on an at-will basis.

Compensation and Work Hours

The employee's compensation, benefits, work status and work responsibilities will not change due to telecommuting. The amount of time the employee is expected to work per day or pay period will not change as a result of telecommuting. If an employee is unsure of what hours he or she is expected to work while telecommuting, they should consult the Library Director or Board of Trustees.

Telecommuting employees who are not exempt from overtime will be required to accurately record all hours worked using the Fleetwood Area Public Library's timekeeping tools. Hours worked outside of or in excess of those scheduled per day and per workweek (including time spent reading and/or responding to emails or other communications, or making or taking telephone calls) require the advance approval of the Library Director or Board of Trustees.

Equipment/Tools

Upon request, the FAPL may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, phone, email, voice-mail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies when provided by FAPL for use at the remote work location is limited to authorized persons and for purposes relating to FAPL business. FAPL will provide for repairs to FAPL equipment.

Employees are responsible for maintaining (and paying for) a secure, reliable internet connection and telephone service. Work-related voice and data communication expenses will not be reimbursed, in whole or in part, without prior written approval of the employee's manager.

Security

If approved to telecommute, employees must designate an appropriate remote workspace and must maintain this workspace in a safe condition, free from hazards. Consistent with FAPL's expectations of information security for employees working at the office, telecommuting employees will be expected to take appropriate measures to ensure the protection of confidential and/or proprietary library and patron information accessible from their home office, and employees remain subject to all applicable confidentiality policies and procedures.

Office Supplies

Office supplies will be provided by FAPL as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior written approval of the FAPL Board of Trustees.

Communication

Employees must be available by phone and email during core business hours, unless an accommodation is approved by the Library Director or Board of Trustees, in writing. Before beginning to telecommute, employees must provide the Library Director with a cell phone / best contact number. Employees will need to communicate with the Library Director regularly, within normal working hours, to make sure all expectations are being met. Employees must forward office calls to an appropriate phone number for conducting business. If a personal cell phone will be used, employees should consider modifying voicemail greetings to be appropriate for receiving business calls.

Telecommuting employees remain obligated to comply with all company rules, practices and instructions.

Approved by the FAPL Board of Trustees on January 17, 2023