

Presque Isle District Library

Remote Work Policy

Employees are permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they've made with their manager. Working from home is a privilege that may be revoked at any time. The District may request that an employee be present in the office at any time (regardless of schedule WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction.

Employees must submit their remote work request to the Director and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency. The remote work arrangement will not be construed as a contract of employment and the District may legally modify or terminate this arrangement at any time for any reason.

Employees wishing to request additional remote workdays in any given workweek are required to speak with the Director in advance for approval. If approved, the employee must submit their request to the Director on either Request Leave/Sick Form and notify appropriate team members.

When working from home employees must:

- Work their full, typical schedule as agreed upon with the Director
- Working from home is not to be used in place of vacation, sick, or personal leave time
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for colleague and patron communication and questions, etc.
- Be available online and by phone for the duration of their designated hours, minus breaks and rest periods
- Respond promptly to communication via decided upon communication
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all District procedures and policies

If an employee has District property at the employees' remote work site, upon completion of the remote work assignment, the employees must return all District property to the Presque Isle District Library. The District will provide technical support only for computer equipment and software that it provides and accepts nor responsibility for damage or repairs to any equipment that employee owns. Support is available by phone or email a technician will not be dispatched to employee's home.

ADOPTED: February 12, 2022