



Wadleigh Memorial Library

49 Nashua Street Milford, NH 03055

POLICY: 700 – 007

GROUP: OTHER POLICIES

TITLE: Remote Work Policy

The Wadleigh Memorial Library's Remote Work Policy will be in effect to comply with any State of NH emergency orders or at the discretion of the Library Director. Remote work is an arrangement in which employees work at home or at an alternate worksite either during part of their work schedule or full-time. Not all circumstances lend themselves to an alternative work situation.

POLICY & PROCEDURES

- **Employment Relationship.** Remote Work does not change Wadleigh Memorial Public Library expectations or obligations regarding the employment relationship. All employees are subject to the employment policies and procedures set forth in the Employee Handbook and other policy documents.
- **Job Duties.** The employee's duties, obligations, responsibilities and conditions of employment with the Library remain unchanged. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular work site.
- **Time Keeping.** Employees must document their time and tasks on a daily basis. All employees must take required breaks and must obtain pre-approval to work overtime in accordance with Library policy. Working unauthorized overtime, failing to take required breaks, or failing to keep accurate timesheets and/or turn them in on time may result in corrective action in accordance with the Employee Handbook.
- **Schedule/Workweek.** Employees must present a work schedule as required by the Library Director. Unless other specific arrangements are made with the Director, the employee agrees to be accessible during the agreed upon working hours while working from a remote office. Employees working remotely will continue to work their normally allotted hours.
- **Unauthorized Use of Library Property.** Only the authorized Wadleigh Memorial Library Employee may use the equipment provided for the remote work location. The employee will follow the same rules for equipment use as designated in the Employee Handbook.

CONFIDENTIALITY & CONDUCT

Employees who work remotely must maintain the security of all confidential and/or sensitive information as if they were working at the Library.

HEALTH & SAFETY

The employee working from home is responsible for designating and maintaining a workplace that is free from recognized hazards and complies with all occupational safety and health standards, rules, and regulations. Employees are responsible for setting up and maintaining an ergonomically correct workstation. The Library is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the employee.

Reporting an Injury. The employee must report any work-related injuries to the Library Director in compliance with the Employee Manual. The Employee agrees that it may be necessary for the Insurance Company to visit the home office to investigate an injury report.

Employer Liability. Wadleigh Memorial Library assumes no liability for injuries that occur outside of the home work area or outside of the working hours. In addition, Wadleigh Memorial Library makes no representations on the personal tax and insurance implications of this Remote Work arrangement; it is the Employee's obligation to address these issues on their own.

REMOTE WORK POLICY ACKNOWLEDGEMENT FORM

I _____ (print name) have read and understand the Remote Work Policy and agree to the duties, obligations, responsibilities and conditions for employees working offsite. I understand that I remain subject to all Wadleigh Memorial Library policies and the Employee Handbook including, but not limited to, use of technology, confidentiality, unlawful harassment and workplace safety.

I understand that I must maintain a specific location and work hours as agreed upon between Wadleigh Memorial Library and myself. Additionally, I must furnish and maintain my remote work space in a safe manner, employing appropriate security measures to protect library assets, information and systems.

I also understand that the Wadleigh Memorial Library Director or their designee may change the conditions under which I am authorized to Remote Work, may cancel the privilege of working remotely, or may request my presence in the library.

I understand that this signed agreement may be reviewed periodically.

My signature below certifies that I have read, understand and agree to the Wadleigh Memorial Library Remote Work Policy.

Employee Signature

Date

Director Signature

Date

Inventory of Equipment provided by the Library: Serial Number.....

_____, _____

_____, _____

_____, _____

_____, _____