

Remote Policy

Purpose

The Remote Work Policy is designed to ensure an efficient workplace, and employee productivity during various situations, planned and unplanned, including long-term Library closures and building occupancy restrictions. Remote work is not to be used in lieu of sick time or other paid or unpaid time off, unless with advance approval from the Library Director.

Nyack Library provides three types of Remote Work:

1. Remote Work during an emergency closing, such as a library facilities emergency, weather event, or public emergency;
2. Remote Work as a reasonable accommodation per Americans with Disability Act (ADA) regulations;
3. Ad hoc arrangements, special projects, or requests to accommodate temporary schedule needs

Definitions

REMOTE WORK DURING AN EMERGENCY

Remote Work during an emergency is a temporary way to continue essential Nyack Library operations and sustain service to patrons of the Nyack Library. For purposes of this Policy, an “Emergency” is determined by the Library Director in consultation with the Board of Trustees. Some examples of emergencies are major storms, blizzards, public health emergencies, building emergencies with disrupted electric, data, water, and HVAC services, as well as county emergencies, state emergencies, and national emergencies.

During the emergency period, Nyack Library may arrange Remote Work and Training accommodations for employees. However, it is understood that there may be employees who may not be able to work from home due to technology and access limitations, or because the essential functions of their position do not lend themselves to remote work. When appropriate, Nyack Library will work with employees to support their ability to work from home during an emergency, and actions may include loaning hardware and software so their job may be performed. Employees are responsible for the safety and security of all Nyack Library property and proprietary information. Nyack Library equipment should only be used by the employee. Damage or loss of the equipment should be reported to the employee’s supervisor immediately.

Once remote work necessitated by a prolonged emergency has ended, the Library will attempt to give as much as 15 days’ notice to accommodate childcare and commuting.

REMOTE WORK AS AN ACCOMMODATION

Remote Work as an accommodation enables the Nyack Library to comply with federal law requiring reasonable accommodation for an employee who demonstrates a reasonable need to work from home due to a recognized disability. Remote work as a reasonable accommodation may not be available for job classifications where direct, face-to-face service to the public is a principal job duty, or for job classifications deemed essential to Nyack Library operations, or required to sustain service to patrons of the Nyack Library.

If remote work is requested due to a medical circumstance, such as a temporary disability, a physician's letter is required which must indicate the employee's fitness/ability to work remotely. Additionally, a physician's letter to indicate the employee's clearance to return to work is required. Any remote work arrangement must specify the limited time period during which it is in effect.

AD HOC ARRANGEMENTS

Remote Work as an Ad Hoc Arrangement is intended to serve as a temporary work site alternative to meet the short-term needs of employees faced with circumstances that limit their ability to report to the library premises. The employee or the Library can request an Ad Hoc Arrangement. The Ad Hoc Arrangement is granted at the discretion of the Library Director and must specify the time period it is in force.

Eligibility

A staff member may be granted permission to work remotely under the following guidelines:

- The employee's essential job duties must be conducive to working remotely and such remote work must be in the best interest of the Library, as determined by the Library Director.
- The Library Director must approve each employee's schedule to ensure continuity of coverage. Some positions will not be able to participate based on business needs and other criteria.
- All requests for remote work must be submitted in writing and will be reviewed by the Library Director and Human Resources. A Remote Work Plan will be issued to the requesting staff member, and signed by all parties (employee, supervisor, Library Director, Human Resources). The Remote Work Plan will set forth the type, dates, schedule and job duties of the remote work.

Remote Work Practices

Employees who work remotely due to reasons of Emergency, or as an Accommodation, or as an Ad Hoc Arrangement will be responsible for ensuring that all their assigned job duties are performed, including checking and responding to their Library voicemail and email at least three times a day, completing time attendance records, and attending

meetings remotely through technology-mediated services. The quality of service should be maintained for patrons, library staff, and other members of the library community.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished during each scheduled work shift on the Nyack Library Remote Work Log. Although an individual employee's schedule may be modified to accommodate childcare needs or other caregiver responsibilities, as required by federal and state law, the focus of the arrangement must remain on job performance and meeting Library demands. Failure to comply may result in immediate termination of the Remote Work Arrangement.

In keeping with regular workplace time accounting practices, an employee who works remotely, must have written approval from their supervisor prior to working hours beyond their regular schedule. The Nyack Library will not require an employee to work when they are punched out during meal breaks, or before or after scheduled work hours, including replying to phone calls, emails or other forms of communication. All the hours an employee works remotely are to be accounted for, including time reading and answering emails and texts and answering phone calls.

If a technical concern prohibits productive access to working remotely during scheduled work time during an emergency, employees should notify the Department Head or the Library Director by telephone as soon as possible. Employees who are scheduled to work remotely, should not report to the Nyack Library site, even if there are technical issues, without the permission of their supervisor, or the Library Director.

Employees who are unable to work due to illness must use salary continuation (Vacation, Personal, Sick), must report their absence to their supervisor, and must report the Leave time on their weekly timesheet.

Working remotely is not intended to permit employees to have time to work at other jobs or to run their own businesses. It is not a substitute for a lack of childcare or other dependent care. Failure to fulfill normal work requirements, both qualitative and quantitative, on account of other employment, may be cause for disciplinary action or termination of employment. Employees who wish to be relieved of responsibility for remote work on a particular scheduled day or days must use vacation or personal leave. Leave time must be requested and processed in the same manner as in the physical workplace. Errands, home maintenance, and all other non-work-related activities should not be scheduled or performed during the employee's work hours unless approved by a supervisor, and accounted for appropriately on the employee's timesheet.

Consistent with Nyack Library's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of Nyack Library and vendor information accessible from their home office. Employees should take steps to secure confidential and private information, to update passwords on a regular schedule, to not share passwords with anyone, and to take any other steps appropriate for the environment.

During verbal or video communication required for work, the employee should minimize domestic noise and interruptions, including, but not limited to, TV, radio, music, and other noise-emitting devices; audible background conversations or activities; and pet noise. When attending a work meeting remotely, the camera must be turned on.

All current policies still apply while working remotely, especially those governing off-premises conduct, social media activities, and sexual harassment prevention.

Termination of Remote Work Arrangement

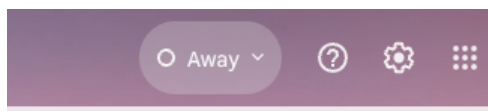
Nyack Library reserves the right to end the remote work arrangement when it deems necessary.

Nyack Library reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Policy.

Remote Work Expectations

Remote days should not exceed 21 hours in a two-month period and should not be used as an extension of leave time, except in case of a prolonged emergency. Eligibility for remote work will be noted on employees’ job descriptions. Remote day requests are expected to be made with at least 24 hours’ notice. If less than 12 hours’ notice is provided or if more than one day is requested, it must be approved by both the Director and Human Resources.

So that other staff members know that the person working remotely is available, the staff member working remotely should switch their away message in their Google e-mail account from “away,” as shown below, to “automatic,” or on lunch or unavailable as needed.



An “active” away message would look like this:



Nyack Library Remote Work Agreement

Employee: _____

Supervisor's Name: _____

Supervisor's Title & Department: _____

Effective dates requested for remote work: From: _____ To: _____

*Work location: _____ Phone # : _____

Number of days per week: _____

Select/Circle all days that apply:

Monday Tuesday Wednesday Thursday Friday

Number of hours per day: _____ Total number of hours per week: _____

Nyack Library and I agree that I may work remotely to perform my assigned duties at home.

1. I will be accessible by telephone and other approved technologies during the scheduled hours worked.
2. I understand that remote work is a mutually agreed upon temporary work arrangement between my supervisor, Library Director, Human Resources, and me in which I received prior approval.
3. I understand that the duties, assignments and responsibilities will be conducive to the best interest of the Library.
4. I will complete and submit a Remote Work Log detailing my tasks and assignments.
5. I understand that Nyack Library will not be responsible for any costs associated with the set up and maintenance of my remote work environment.
6. I will notify my supervisor and Library Director at all times during my remote work agreement when I am unable to work at a particular time or day, and will use PTO.
7. I understand the Library Director has the right to terminate the remote work arrangement at any time.
8. I have received and I accept my responsibilities described in the "Nyack Library Remote Work Policy."

Employee's signature: _____ Date: _____

Supervisor/Department Head signature: _____ Date: _____

Library Director signature: _____ Date: _____

Human Resources signature: _____ Date: _____

