

HR: EMP 18 - Telecommuting

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Review:

Revised:

Approved: April 19, 2021

POLICY:

The Library Board provides the option for employees to work from home or a satellite location. Telecommuting is deemed to be a viable work option when both the employee and their duties are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment.

PURPOSE:

Telecommuting may include working from home for a short-term project, on the road during business travel, or weekly scheduled time working offsite. Either an employee or a supervisor may suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis and may be discontinued at will and at the request of either the telecommuter or the Library Director. Every effort will be made to provide notice of such change. There may be instances, however, when no notice is possible.

RESPONSIBILITY:

Library Director is responsible for:

- (a) Ensuring that all Branches are adequately staffed before approving and assigning telecommuting shifts.
- (b) Adding the work schedule into the online scheduling software
- (c) Obtaining signed copies of the Telecommuting Agreement and Home Office Safety Checklist.
- (d) Providing base equipment required such as iPad and keyboard.
- (e) Ensuring regular communication with staff working offsite through videoconferencing, phone calls, and emails.
- (f) Providing increased equipment and office support for extended periods of telecommuting such as provincial mandating of working from home during a crisis.
- (g) Ensure the staff have duties appropriation to the telecommuting environment

Employees are responsible for:

- (a) Reporting any concerns, they have regarding health and safety to their supervisor.
- (b) Following security procedures and practicing safe work practices.
- (c) Ensuring that their home space is set up based on the recommendations and training provided in the office ergonomics course and webinar.



(d) Regular communication the Library Director and fellow team members through videoconferencing, phone calls, and emails.

ELIGIBILITY:

Consideration will be given for regular, occasional, and emergency telecommuting as circumstances require/allow.

DEFINITIONS:

“Regular Telecommuting” is when the employee will have an established, defined schedule. Employees may be required to be available during core business hours to enhance communications and member library support.

“Occasional Telecommuting” is characterized by situations when an employee will telecommute sporadically, generally on an as-needed basis.

“Emergency Telecommuting” is an arrangement whereby, during a crisis or emergency situation, the employee telecommutes because the job responsibilities must still be fulfilled to provide for continuity of operations, but cannot be conducted on site.

PROCEDURE:

1. Staff member must submit a Telecommuting Agreement form.
2. The Library Director and Staff member will discuss the application and finalize the details. The Library Director will schedule the days and hours into the scheduling software.
3. The employee will establish an appropriate work environment within his or her home for work purposes. The Library Board will not be responsible for costs associated with the setup of the employee’s home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.
4. The Home Office Safety Checklist will be completed by the staff member in consultation the Library Director prior to the commencement of telecommuting.
5. All equipment assigned to the employee for telecommuting will be maintained by the Library and is to be used for library purposes only. Upon employment termination, all library property must be returned to the Library Director.
6. Any equipment provided by the library employee such as Internet and phone service is to be maintained by the employee and the Library Board accepts no responsibility for damages or repairs.
7. The Library will supply the employee with appropriate office supplies as deemed necessary.



8. Consistent with the library's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of library and patron information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, locking their workstation when not in use and any other measures appropriate for the job and the environment.
9. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are covered by the employer's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as possible.

Telecommuting Agreement

Employee information:	
Position title:	
Agreement effective:	Expiry date:

The following terms have been agreed upon concerning the employee's request to work from home as detailed in the work schedule below.

Type of Telecommuting

- ☐ Regular
- ☐ Occasional
- ☐ Emergency

Schedule of Telecommuting (provided by Library Director

This schedule may be adjusted with limited notice due to onsite service requirements

Home Office Location

Address:

Phone:

Terms and Conditions

1. The employee and supervisor will have regular discussions about work priorities and other matters that relate to the work and this agreement.
2. The employee will maintain a regular contact schedule with their supervisor via email, phone and/or videoconferencing.
3. By agreeing to this arrangement, the employee confirms that they have a dedicated space where they will perform their duties without interruption.
4. The supervisor will ensure that the employee has office supplies and assigned equipment as required.
5. The employer will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, including home maintenance, insurance, or utilities.
6. It is the employee's responsibility to consult with an insurance agent for any payment implications due to working from home.



7. The employee will require access to Library systems through high-speed internet service is responsible for the monthly cost of this high-speed internet connection.
8. The employee must comply with all Library policies/guidelines pertaining to the use of computer hardware and software, including, but not limited to:
 - ❖ Installation of apps and software updates
 - ❖ Protection of passwords
 - ❖ Be cautious of email spam/phishing
 - ❖ Sending restricted data
 - ❖ Do not download or installation of unsolicited apps
 - ❖ Lock your iPad
 - ❖ Securing confidential electronic data
 - ❖ Utilization of Dropbox to secure and share files with team members
9. Should there be any authorized long-distance telephone calls for business purposes, these costs will be paid by the employer. It will be the employee's responsibility to submit an expense claim for reimbursement.
10. When working from home, the employee is responsible for setting up and maintaining a designated workspace that meets workplace health and safety requirements. See the Home Office Safety Checklist that forms part of this agreement.
11. All work-related, in-person meetings must take place on employer premises.
12. The employee is solely responsible for any loss or damage to any library property in their possession, including property while being transported to and from their home and for property in their home, whether in the designated work area or otherwise, except for normal wear and tear.
 - ❖ Should there be any loss or damage to any library property while in their possession, the Employee must notify their supervisor immediately.
 - ❖ The Employee is responsible for maintaining adequate insurance to cover any losses.
13. The Library will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home.
14. The employee is responsible for protecting the confidentiality of any privileged and/or confidential Library information while it is being transported to and from their home and while it is in their home.
15. The employee may be required, to meet workplace needs, to forfeit their option to work from home on the day(s) they have been designated under this arrangement. The Supervisor will make every effort to provide adequate notice of any such requirement.
16. The employee will continue to perform the duties of their position and will be expected to continue meeting the requirements of their position during this arrangement.
17. The employee will continue to follow current protocol for leaves of absence. This includes:
 - ❖ Vacation requests,
 - ❖ Sick leave requests,
 - ❖ Medical day requests, and
 - ❖ Other leaves of absence that the Employee is entitled to.



18. The employee's employment will continue to be bound by all applicable Library policies, procedures, and practices.
19. This arrangement will continue to be subject to operational and other work-related requirements, and may be modified or cancelled as necessary at any time at the employer's discretion.
20. Employees may request a cancellation or change; however, it is within the employer's discretion to approve the cancellation or change.
21. The employee will report all work-related accidents or injuries to their supervisor in accordance with employer requirements.

Employee Signature: _____

Date: _____

Library Director's Signature: _____

Date: _____

