

Finkelstein Library Remote Work Policy

“Remote Work” is work performed in furtherance of routine duties at places other than the Library’s address (excluding business travel, outreach and presentations).

Finkelstein Library uses three types of Remote Work: when making a reasonable accommodation, when specific projects can be better completed remotely, and remote work during an emergency or planned library closure.

Remote Work as a reasonable accommodation will be granted on a case by case basis when feasible by and beneficial to the library and when the scope of duties of the employee allows.

As a reasonable accommodation due to disability, it is governed by Americans with Disabilities Act (ADA) and New York State Laws.

Remote Work for specific projects must be pre-approved by the employee’s supervisor and the Assistant Director in writing or email before the remote work takes place. The reason for the remote work and the amount of time needed must be clearly defined in the request, and supporting documentation if needed, or the request will be denied.

Remote Work during an emergency or planned library closure is a temporary way to continue essential Library operations and sustained service to patrons. During a closure, the Library may require employees to work remotely. To the greatest extent possible while the library is closed, the Library will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the time nor ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, notify your supervisor as soon as possible. If you have been ordered to work remotely, do not report to the library site, even if there are technical concerns, unless directed to do so. For purposes of this Policy, an “emergency” or “planned closure” is determined solely by Finkelstein Memorial Library.

All remote work schedule/hours must be pre-approved by the employee’s department head and the Assistant Director, and the employee is expected to self-report their time worked and spent on specific tasks in the Remote Work Timesheet, and provided weekly to their department heads. Working remotely is not a replacement for routine child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee’s work hours unless approved by a supervisor, and accounted for appropriately on the employee’s timesheet. If an employee’s goals are not met and corrective action is required, the employee may no longer be eligible to work remotely. Each employee’s schedule must be coordinated through and approved by the department heads and Director to ensure that there is continuity and coverage, and employees may be required to work a schedule combining in-person and at-home hours. Some positions will not be able to participate based on business needs and other criteria.

Employees lacking the necessary equipment may put in a request to borrow Finkelstein Library equipment. If granted, the employee and Head of Information Technology will sign for the

equipment, each keeping a copy of the form. Office supplies may be obtained at the Library on request. Out-of-pocket expenses for office supplies will not be reimbursed unless approved in advance and in writing. The use of equipment and software provided by Finkelstein Library for use at the remote work location is limited to the employee for purposes relating to Library business. All Library provided equipment, data, information, and resources remain the property of Finkelstein Library. If the employee is unable to log into computer system or otherwise connect to required software within one hour during the schedule work time, the employee must inform his/her supervisor and return to the office, except in the case of an Emergency or closure as described in Section I of this document. Failure to do so will result in an absence and necessitate the employee's use of their PTO.

The employee will establish an appropriate work environment within his or her home for work purposes that is free from distractions. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The library will not be responsible for costs associated with the setup of employee's home office. Remote work productivity and performance must be effective and this policy should not create inequity for other employees. If performance is not being met by the individual or department, as observed by the direct supervisor, the necessary changes to an individual or department schedule will be made, possibly including but not limited to returning the individual to a schedule and work location that best serves the business needs of the library. Consistent with the library's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment. Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the timesheet, and provide these timesheets weekly to their department head.

Performance Expectations & Evaluations: Employees participating in Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor and the Director, and according to the job expectation and description. A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination. Participating employees will be required to meet in the office as necessary, appropriate, or requested. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.

Remote Work will not be approved on a permanent or ongoing basis. **Remote work may not exceed 20% of regularly scheduled working hours.**

In general, remote work will be granted when it is of benefit to the library to do so, or as a reasonable accommodation under ADA. If neither of these factors are present, Remote Work will be denied.