



## **MCL Remote Work Policy**

Remote work, also referred to as teleworking or telecommuting, and sometimes referred to as working from home, is the concept of employees working from home or another location in a way that can provide a mutually beneficial option for both the Mifflin Community Library and its staff. The Mifflin Community Library's Remote Work Policy has been established to provide guidelines and requirements to ensure remote work benefits our staff, mission, and customers.

The ability to work remotely is not a formal, universal employee benefit. It is an alternative method of meeting the needs of the Mifflin Community Library. Remote work is not an entitlement, it is not an organization-wide benefit, and it is not designed to replace appropriate childcare or to accommodate other personal needs. All remote relationships are at the discretion of the Mifflin Community Library, may be terminated by the Mifflin Community Library at any time for any or no reason, and in no way changes the terms and conditions of employment with the Mifflin Community Library. The organization has the right to refuse to make remote work status available to an employee and to terminate a remote work arrangement at any time. This method of work does not supersede other existing policies, practices, and procedures established by the Mifflin Community Library.

### **Who is Eligible?**

In evaluating whether a particular position is suitable for remote work, the Mifflin Community Library will consider many factors including, but not limited to:

- Whether the nature of the work to be performed remotely is operationally feasible
- Whether the position has tasks that are portable and can be performed from a remote location
- Whether the overall quantity and quality of work performed can be sustained at the remote location
- If the position is a managerial one, whether an employee in the position has the tools and resources to effectively manage direct reports remotely
- Whether collaboration required by the position is easily accomplished through remote technologies

Remote work arrangements can be occasional, temporary, regular, or hybrid combination. The following basic requirements must be met:

- Employees must be able to carry out the same duties, assignments, and other work obligations at their remote work location as they do when working on the Mifflin Community Library premises
- Employees are expected to be available to their supervisors and coworkers during agreed-upon work hours and make their availability clear. Employees will need to ensure they can be reached through telephone or other communication tools that are being used within the employee's department. The Mifflin Community Library expects the same level of professionalism and responsiveness from its remote employees as it would from employees working in the library

An employee must meet the following additional criteria in order to be considered for remote work:

- Disciplined, self-motivated, and able to self-manage
- Comfortable with the job requirements; knowledgeable about necessary procedures
- Effective communicator, both in person and in writing
- Possess strong time management, organizational, and technological skills

- Able to complete the job with a minimum of face-to-face communication
- Able to complete the job utilizing virtual meeting technology

Each position and candidate will be considered on a case-by-case basis. The Executive Director will make the final decision on whether a position is eligible for remote work and whether an employee can continue in this capacity.

### **Dependent or Child Care**

Working remotely is not a substitute for dependent or childcare since remote workers will not be available during the Mifflin Community Library core work hours to provide the type of quality attention required in caretaker scenarios.

### **Remote Work Location Requirements**

The Mifflin Community Library requires employees working remotely to have a dedicated work area that provides adequate space, lighting, telephone service, internet access, and power and temperature control. Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards.

Employees working remotely are expected to maintain and secure Mifflin Community Library equipment and software as they would in the library. Software used by an employee is subject to the same restrictions on duplication and unauthorized use as software used in the library. Remote workers are still subject to the Mifflin Community Library computer and software policies the same as an employee working at the library. Employees are allowed to utilize personal devices while working remotely only so long as they abide by the policies, practices, and procedures for acceptable use outlined by the Mifflin Community Library. Employees are responsible for safeguarding and securing all library property being used while working remotely or on library travel.

Computer data files produced in the course of your work are the property of the Mifflin Community Library. They should be organized and maintained in a manner that facilitates retrieval by others in the event such access is needed.

### **Remote Work Terms and Conditions**

The Mifflin Community Library may provide necessary tools and equipment for remote working employees to perform their current duties. This may include computer hardware, computer software, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. The use of equipment, software, and data supplies provided by the Mifflin Community Library for use at the remote work location is limited to the designated the Mifflin Community Library employee and for purposes related to the Mifflin Community Library business. The Mifflin Community Library will provide repairs for our equipment except for damages due to negligence.

Any equipment, software, data supplies, and furniture supplied by the Mifflin Community Library to employees for remote work must be returned upon request. It is the employee's responsibility to protect the Mifflin Community Library's equipment while in the employee's care. Items stolen from vehicles or sites where inadequate theft protection measures were taken must be paid for at the employee's expense.

### **Roles and Responsibilities**

The primary responsibility of the remote worker does not differ from that of any other employee – to perform the work for which the employee is qualified and hired to do. Remote workers are responsible for the following:

- Completing the Remote Work Agreement Form
- Maintaining close communication with the supervisor and administration and having an approved work schedule:
  1. How much work to be completed
  2. Quality of the work completed
  3. Meeting deadlines

4. Fulfilling requirements; what work must be carried out to complete projects

5. Hours of work

- Maintaining separate work space at remote location
- Reviewing accomplished work with his/her supervisor at specified times.
- Employees will be required to accurately record all hours worked using the correct the Mifflin Community Library time keeping form.

The relationship between the remote worker and supervisor is a key element of remote work success. While individual reporting procedures may vary, the most important element of the supervisory relationship is mutual understanding and agreement of the job's requirements, expectations, and accomplishments. Both the employee and the supervisor are responsible for maintaining a professional relationship that includes good supervision, high productivity, and shared expectations. Regular and consistent feedback is necessary to meet and achieve those expectations. Supervisors must approve work to be completed in advance and review work accomplished with the remote worker. Communication between the remote worker and the supervisor must be maintained at the highest level.

Supervisors are also responsible for maintaining inclusivity and connectivity between or among employees that work remotely and employees that do not. Supervisors should prepare for video-based meetings to accommodate remote workers and encourage the use of online tools to facilitate communication and maintain connectivity.

#### **Worker's Compensation**

During scheduled work hours and while performing work functions injuries suffered during the course of employment will be compensated according to Pennsylvania law. Employees must report all injuries suffered during employment, whether remotely or at the workplace, according to the approved Personnel Policy.

#### **Liability**

The employee's remote work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began working remotely.

The Mifflin Community Library assumes no liability for injuries occurring in the employee's designated remote workspace outside the agreed-upon work hours, and is not liable for loss, destruction, or injury that may occur in or to the employee's remote work location. This includes family members, visitors, or others that may become injured within or around the employee's remote work location.

#### **Evaluation**

The employee agrees to participate in all studies, inquiries, reports, and analyses relating to his or her remote work experience, as well as remain obligated to comply with all Mifflin Community Library rules, practices, and instructions. Performance evaluations will be consistent with those received by employees working at the office.

***Approved by the MCL Board on May 26, 2021***

**Mifflin Community Library**  
**Remote Work Agreement Form**

Effective Date:

Job Title:

Employee Name:

Mobile Phone Number:

Email for Remote Contact:

As part of my employment relationship with the Mifflin Community Library, I,

\_\_\_\_\_

Agree as follows:

1. I have read, I understand, and I agree to comply and abide by the terms and conditions of the Mifflin Community Library's remote work practices as outlined in this agreement below.
2. I agree that my remote work location is \_\_\_\_\_  
I agree that I will work from the remote work location \_\_\_\_\_ hours \_\_\_\_\_ days per week.
3. I understand that both the remote work relationship and the employment relationship are at will, which means that they are not for a specific term and can be terminated by either me or the Mifflin Community Library at any time for any (or not) reason.
4. I understand and agree that the Mifflin Community Library has the following performance expectations of me.

Details of employee job responsibilities:

5. I understand that my regular work schedule is as follows:

	Total Work Hours (e.g.; 9:00 – 5:30)	In-Library Hours (e.g.; 9:00 – 12:00)	Regular Remote Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

6. I will ensure that my remote workstation is safe, secure, and free from distraction. I will abide by all safety protocols set forth by the Mifflin Community Library and that other policies are followed.
7. I will arrange for care by a third party for those children or other household members who require supervision

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date