

# Remote Work Policy

## Policy Statement

The Mount Clemens Public values our employees and their hard work, collaboration and teamwork and enjoy seeing you all in the library every day. Sometimes, however, it becomes necessary for staff to work remotely for the betterment of themselves or the library itself. The purpose of this policy is to codify the process and the expectations for when staff members are asking to or have been required to be home from the library for any number of reasons. This policy is created to ensure that working from home is beneficial to both the Mount Clemens Public Library and the staff members.

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## Scope

1. Remote work is a voluntary or required work alternative that is appropriate for some employees and some jobs but not for all employees or all positions. The nature of the employee position will dictate the availability of remote work.
2. Remote work is a permanent, intermediate or temporary arrangement between employees and their direct supervisor(s).
3. Mount Clemens Public Library uses these types of remote work
  - A. When determined by ADA regulations to be reasonable accommodation
    - i. Remote work as reasonable accommodation is governed by Americans with Disabilities Act (ADA) and the State Laws of Michigan.
  - B. During a system emergency
    - i. Remote work during an emergency is a temporary way to continue essential library operations and sustain service.
    - ii. The library may require employees to work remotely during an emergency.
    - iii. To the greatest extent possible during an emergency, the library will arrange remote work accommodations for employees including equipment like laptops, headsets, cameras, and software for remote work.
    - iv. Employees are expected to immediately report technical issues and concerns that may prohibit remote work during an emergency to their supervisor.

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- v. For the purposes of this policy, an “emergency” is determined by the Library Board, the Library Director, or others following the chain of command.
  - C. As part of a routine remote work agreement
    - i. All routine remote work schedules and hours must be pre-approved by the Assistant Director.
    - ii. The library reserves the right to amend, terminate, or suspend any and all of the provisions of the remote work agreement at any time.
  - D. Upon request of an employee due to an emergency situation.
    - i. An employee may contact the Assistant Director to request remote work in the event of temporary circumstances that prevent the employee from being physically in the building.
4. To ensure that employee performance does not suffer in remote work arrangements, the library advises remote employees to
- A. Choose a quiet and distraction-free work space.
  - B. Dedicate their full attention to their job duties during working hours.
  - C. Adhere to break and attendance schedules.
  - D. Maintain a professional work environment.
5. Remote employees must follow library service and personnel policies including attendance, library privacy, data protection, code of conduct, and other applicable staff policies when representing the library at meetings that are virtual or otherwise.
6. The library will compensate employees for remote work at the employee’s normal rate of pay.