

Brookings Public Library Policy:	Title: Work from Home/Remote Work Policy	
Issue Date:	Updated:	Section: Brookings Public Library
Policy Source: Director of Library Services	Policy Audience: Brookings Public Library Staff and Patrons	Total Pages: 2

I. PURPOSE

To establish a written policy for implementation, approval, supervision, and evaluation of employees who are authorized to work from home.

II. POLICY

Working from home or remote work is a voluntary alternative. The nature of the employee's position will dictate the ability/feasibility for/of remote work. The Library Director and direct supervisor of the employee must approve all work from home requests.

III. DEFINITIONS

- A. Remote work: performing work duties outside of the Library, typically in a home office. Also called, "work from home."

IV. ADMINISTRATION

- A. Remote work request must be approved by the direct supervisor and Library Director. Supervisor approval will take daily staffing levels into account on work from home requests.
- B. The Library is not obligated to make remote work available to an employee and may revoke permission to work from home at any time.
- C. The employee's work hours and responsibilities will not change as a result of working remotely without prior approval from their supervisor. Work assignments will be commensurate with the employee's classification. Employees will follow standard procedures for accurately recording hours worked.
- D. Remote work employees must follow library service and personnel policies including attendance, library privacy, data protection, code of conduct and other applicable staff policies.
- E. Designated Remote Worksite:
 - a. Employees are entirely responsible for providing a safe and productive office environment.

- b. The Library will supply employees with appropriate office supplies and equipment for successful completion of job responsibilities.

F. Electronic Access and Security

- a. Employees working remotely on a regular basis must use Library provided equipment. No Library work of any kinds shall be stored on personal equipment or on personal storage devices due to public records considerations. All business data is to be stored on Library network drives where it can be kept secure and backed up. Protecting Library data is a primary requirement.
- b. Brookings Public Library and customer information and documents must be kept secure from family members and others who may access the remote work site. Employees are prohibited from sharing information, documents, and/or work product, or allowing anyone other than Library employees to use Library equipment. In addition, employees are expected to take steps to ensure the protection of Library information which is accessible from their home office.
- c. All work performed at the remote location is considered to be the Library's official business, and all work products which are created by the employee working remotely are the property of The Brookings Public Library and must be protected from theft and unauthorized access. The Library reserves the right to recover any of its property from the remote location, and the employee agrees to make such property available to the Library upon request.
- d. The City of Brookings Telework Agreement must be filled out and submitted.