



Cortland Free Library

Books are just the beginning!

Policy Category: Public Health Emergency
Policy Title: Temporary Telecommuting Policy

Need for Policy: In an effort to promote the health and safety of our employees during the COVID-19 pandemic, Cortland Free Library will permit certain employees whose job responsibilities are suited to such an arrangement to telecommute on a temporary basis.

Definition: Telecommute - To work from home or some other remote location while using technology to connect with the library.

Policy:

Employment Relationship

Telecommuting does not change Cortland Public Library (CFL) expectations or obligations regarding the employment relationship. All employees, including telecommuters, are subject to employment policies and procedures set forth in our Employee Handbook and other policy documents.

Job Duties

The employee's duties, obligations, responsibilities and conditions of employment with the Library remain unchanged. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular work site.

Timekeeping

Telecommuters must document their time on a daily basis and must take all required breaks. A non-exempt telecommuter must obtain pre-approval to work overtime in accordance with CFL policy.

Schedule/Workweek

Telecommuters must present a work schedule that is agreeable to the Library Director. Unless other specific arrangements are made with the Director, the telecommuter agrees to be accessible during the agreed upon working hours while working from his or her remote office.

Unauthorized use of CFL Property

Employee agrees that only person(s) expressly authorized by CFL may use the equipment as provided for the remote work location and the employee will follow the same rules for equipment use as designated in the personnel manual.

Confidentiality & Conduct

Employees who telecommute must maintain the security of all confidential and/or sensitive information as if they were working at the Library.

Health & Safety

• **Reporting an Injury**

The rules regarding work-related injuries remain the same whether they occur at the library or a remote location.

- Any work-related injuries must be reported to the Library Director.
- A C2F form must be filled out a for any claim.
- It may be necessary for the Library Director and/or the insurance claims adjuster to visit your home office to investigate an injury ASreport.

• **Employer Liability**

- CFL is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the telecommuting employee.
- CFL assumes no liability for injuries to you that occur outside of the home work area or outside of your working hours.
- CFL makes no representations on the personal tax and insurance implications of this telecommuting arrangement; it is the Employee's obligation to address these issues on his/her own.

Responsibilities:

1. The Library Director will notify those employees that are eligible for temporary telework, and confirm with them any position-specific terms and conditions of such an arrangement.

Approved: 05/28/2020

I _____ (print name) have read and understand the Temporary Telecommuting Policy and agree to the duties, obligations, responsibilities and conditions for employees working offsite. I understand that I remain subject to all CFL policies and the employee personnel manual including, but not limited to, use of technology, confidentiality, unlawful harassment and workplace safety.

I understand that I must maintain a specific telecommuting location and works hours as agreed upon between the CFL Library Director and myself. Additionally, I must furnish and maintain my remote workspace in a safe manner, employing appropriate telecommuting security measures and protecting library assets, information and systems. I also understand that CFL may change the conditions under which I am authorized to telecommute or may cancel the privilege of telecommuting or may request my presence in the library, with or without cause and with or without notice. My signature below certifies that I have read, understand and agree to the CFL Temporary Telecommuting Policy.

Employee Signature Date

Director Signature Date