

## **Remote Work Policy**

Black Creek Village Library recognizes that with today's technology, allowing employees to work remotely on an ad hoc basis in special circumstances would be an advantage for the Library.

### **Full-time Employees**

The Library Director is permitted to work from home on an ad hoc basis as long there is adequate coverage at the library.

### **Part-time Employees**

Remote work will be considered in the following circumstances:

- Closure due to inclement weather
- Closure due to power outage
- Employees are in isolation or quarantine per existing public health recommendations and could complete library work from home

Decisions on remote work are made by the Director on an ad hoc basis and in no way is remote work intended to be a routine or regular practice. Part-time employees are required to get prior approval for remote tasks. Part-time employees are required to document and report on all tasks done remotely.

Part-time employees should have no expectation of working remotely or expect that accommodations will be made for them to work from home in periods of absence.

No licensed library applications or software will be installed on personal computers/devices.