



Remote Work During Catastrophic Events (New addition to Chapter 10 of the Policy Manual)

TCCL considers remote work assignments to be an option when, due to catastrophic events, employees cannot perform their job functions at their assigned work location.

The policy will go into effect if: (1) the CEO declares an emergency warranting full or partial closure of the library system or branch (such as the flooding of 2019 or the fire of 2020), or (2) the CEO declares a health crisis (such as the pandemic of 2020) and remote work is in the best interest of the public and staff safety.

This policy is subject to change given the unique nature of unforeseen catastrophic events. See appendix for further details.

Eligibility

Remote work is defined as work conducted away from an assigned work location.

It requires that **you consistently produce valuable key deliverables to the system, (internal and external) customers, and peers.**

Individuals that have the demonstrated skills, knowledge, and abilities that are available may be temporarily assigned to support departments such as Customer Care or PRO from home or other work location.

Telecommuting may be appropriate for some job responsibilities. The employee and manager will evaluate the suitability of the arrangement. If the employee does not have core responsibilities that can be done remotely, the manager will assign valuable work that benefits the system and the employee's development.

Schedule and Availability

Identify the appropriate working agreement with your supervisor. This can be exclusively remote or a combination of remote work and at your designated work location dependent on the circumstances and length of the assignment. You may establish a flexible work schedule that differs from normal working hours if appropriate. Employees must still work their regularly scheduled number of hours each work week.

General Responsibilities and Expectations

Productivity will be measured by the achievement of weekly goals that include projects, tasks, and initiatives within pre-defined time frames and objectives.

The employee must communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved. Remote employees will be expected to be accessible and responsive to communications in a timely manner.

Equipment

If working remotely from home, employees should have an established workspace. Staff are expected to be proficient in utilizing the appropriate technology for their role. The employee's manager will work with IT to procure and track any equipment being taken off site.

Adherence to company policy

Unless otherwise stated, remote employees are expected to follow the same guidelines set in Handbook and Policy Manual where applicable (leave of absence, confidentiality, code of conduct, privacy, etc.).



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Pay Procedures

All non-exempt employees are expected to record hours worked as normal. Overtime is not authorized without prior supervisor approval. Failure to appropriately and honestly track or record hours may result in the immediate termination of the telecommuting agreement and/or employment with TCCL.

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