



47 Powell Avenue, Bethpage, NY 11714 | 516 • 931 • 3907

Remote Work Policy

PURPOSE

To make provisions to permit staff to work remotely, the Bethpage Public Library has adopted this Remote Work Policy. The primary goals of the Library's Remote Work Policy are to establish:

- The eligibility of staff to work remotely
- The responsibilities of the staff and Director

The Remote Work Policy is designed to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long-term Library closures and building occupancy restrictions. Remote work is not to be used in lieu of sick time or other paid or unpaid time off, unless with advanced, written approval from Director.

ELIGIBILITY

Staff members may be granted the permission to work remotely under the following guidelines:

- The employee's essential job duties must be conducive to working remotely and such remote work must be in best interests of the Library, as determined by the Director;
- The only regularly scheduled remote work tasks will be the monitoring of virtual programs, to be scheduled by Department Heads and approved by the Director. All other remote work requests must be submitted in writing to the Director by the requesting staff member and all decisions will be provided by the Director in writing to the requesting staff member;
- The staff member must have the demonstrated technical skills to complete essential job duties remotely, as determined by the Director;
- The staff member must demonstrate competency in using all Library-required software including online productivity tools and video conferencing where applicable and as determined by the Director;
- Approved staff members must complete detailed remote work logs, to be submitted to Department Heads for review and approval before final submittal to Director. Remote work logs must be submitted during the pay period in which the shift was worked;
- Staff members must be available to the Library by email, chat, and/or phone during scheduled work hours, for the duration of their shift;
- Staff members must make themselves available when directed by the supervisor, but not less than once a week, to meet with their supervisor to check in and provide an update on projects and other responsibilities, in-person or remotely dependent upon circumstances;
- All approved remote work will be reevaluated by the Director on at least a bi-monthly basis.

Staff members will not be reimbursed for phone calls, internet access, equipment, or other expenses incurred. The Bethpage Public Library may loan out equipment on a case-by-case



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basis, to be determined by the Director. Loaned equipment must be returned in the condition in which it was originally lent.

EMERGENCY CLOSINGS AND OCCUPANCY RESTRICTIONS

If the Library building is closed due to emergency conditions, the Library Director may develop an interim work or telecommuting schedule, and job duties may be temporarily altered or reassigned by the Director based on the needs of the Library.

If there are occupancy restrictions for the Library building, the Director may develop an interim rotational remote work schedule to ensure safety of all staff and patrons. Job duties may be temporarily altered or reassigned by the Director based on the needs of the Library, including situations when physical distancing in workspaces is not possible.

A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.

ONGOING USE EVALUATION

The Remote Work Policy will be periodically evaluated by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding the Bethpage Public Library's Remote Work Policy should be brought to the Director.

Adopted: December 14, 2020