

Temporary Telecommuting Policy – Finger Lakes Library System (FLLS)

Approved by the FLLS Board of Trustees on June 17, 2020

In the event of an emergency such as a weather disaster or pandemic, Finger Lakes Library System may allow or require employees to temporarily work from home to ensure business continuity.

Procedures:

In the event of an emergency, FLLS may require certain employees to work remotely. These employees will be advised of such requirements by the Executive Director. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, the employee and Executive Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

The employee will establish an appropriate work environment within his or her home for work purposes. Finger Lakes Library System will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

FLLS will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and patron/member information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and Finger Lakes Library System may require employees to return to regular, in-office work at any time.