

TELEWORK POLICY

This policy defines telework arrangements for the Coordinator of Library Management Network, Inc. (LMN). This policy is in addition to the Coordinator's employee contract. This policy may be reviewed by the LMN Board of Directors and does not form any part of the contract for employment. The Coordinator is responsible for ensuring that the requirements under this policy have been satisfied for a successful telework arrangement.

~ **WORKING REMOTELY**

LMN saves money on office space rental by allowing the Coordinator to work from home. The employee benefits by eliminating commuting, traveling to and from work which saves time, money, and increases productivity. Working from home or another location on a full-time or part-time basis, is not an employee benefit or an entitlement. Rather, it is a cooperative arrangement between LMN and the Coordinator to meet the needs of LMN.

The Coordinator will continue to be an employee of LMN. Employee salary, sick leave, annual leave, and other employee benefits shall not change due to working from home. Likewise, the duties, obligations, and responsibilities of the Coordinator working from home shall remain unchanged.

~ **COMMUNICATION**

Good communication is an essential part of any successful home based work arrangement. The Coordinator must be available by phone and email. LMN will provide the Coordinator a separate mobile phone and/or cell phone, phone line, and Internet/WiFi service for networking with members and performing work.

The Coordinator will allow use of her home residence physical address for LMN via US mail postal service.

~ **EMERGENCY PROCEDURES**

In case of an emergency situation at the home work site resulting from an outside source, i.e., power failure or network outage, the Coordinator is excused from working until service is restored and will attempt to contact members by other means to alert of the situation.

~ **EQUIPMENT, SUPPLIES, and SERVICES**

LMN may provide equipment for the Coordinator to perform his/her current duties. This may include, but not be limited to computer hardware, software, phone/telcom lines, email, voice-mail, internet, connectivity to host applications, and other applicable equipment/services as deemed necessary.

The use of equipment, software, data supplies, and furniture when provided by LMN for use at the home office location is limited to authorized persons and for purposes relating to LMN business.

The Coordinator is required to take reasonable care of all equipment, to keep it secure, and to use it in accordance with operating instructions.

Any equipment provided by LMN for the purposes of working at home may be inspected by LMN.

The Coordinator must ensure that any such equipment provided by LMN is returned at the end of the arrangement. A list of LMN equipment and supplies located at the Coordinator's home worksite is documented in Appendix A.

~ **EXPENSES**

LMN will cover costs to provide electricity [for technology use, lighting, and heating/cooling], communication, and office supplies, etc. LMN will provide for repairs or replacement to LMN equipment as necessary.

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~ FLEXIBLE SCHEDULE

The employee's schedule may be modified to accommodate family dependent care needs; however the focus of the arrangement must remain on job performance and meeting business demands. Employees that work at home will manage personal responsibilities and any family dependent care in a way that allows his/her to successfully meet job responsibilities. Telework is not to be used as a substitute for leave for personal needs or dependent care; including, but not limited to, child care or elder care.

~ INSURANCE

LMN will keep a business policy on insurance coverage for any equipment located at the Coordinator's home, as well as liability. Equipment is insured while in suitable secured premises or on the person but are not insured when left unattended in vehicles.

~ MEETINGS

Employees are also advised not to meet sales persons, volunteers, or vendors at their personal home. LMN member meetings may be conducted virtually online, at a member library site, or other designated building. LMN members are allowed to meet with the employee in their home office on LMN business - if the meeting is scheduled in advance with the knowledge of the LMN Board of Directors and the Coordinator.

~ PERFORMANCE STANDARDS

Professionalism, in terms of job responsibilities, work output, and customer service will continue to meet LMN's high standards. Employees working at home should have performance that is equivalent to the standards used when the employees are working at the regular office. Nothing in this policy waives or changes standards of performance or behavior in the workplace. *f*

~ SAFETY

LMN is liable for job-related injuries that the employee may suffer while teleworking during working hours. LMN board members have the right to visit the home office to inspect for safety reasons by scheduling the visit in advance with the employee. Checklist in Appendix B.

~ SECURITY OF INFORMATION

Digital information is stored on the Coordinator's computer and is backed up in the cloud using Carbonite as well as on a flashdrive. Password maintenance is encouraged. Secure storage is to be provided for any confidential documents in a lockable filing cabinet. Expired documents are shredded before discarding.

~ STORAGE

Files will be maintained both digitally and in hard copy as in the past. Also, files may be scanned and kept in a cloud. According to LMN's accountant, documents are to be kept 7 years for a non-profit organization.

<http://www.teleworktoolkit.com/library/PolicyWritingGuide.pdf>

<https://www.telework.gov/federal-community/telework-employees/safety-checklist/>