

August 30, 2024  
To: Library Board of Trustees  
From: Bruce Gay  
Re: Manager work from home pilot

**Proposal to Schedule 4 Hours/Week or 8 Hours Biweekly of Work from Home (WFH) Time for Managers**

This is a proposal to give managers the opportunity to work from home 4 hours each week or 8 hours every other week.

*The goals are as follows:*

1. Provide an at home option for focused uninterrupted time for things like continuing education, report/grant writing, and program and scheduling time.
2. Provide a work option with less commuting to save time and money.
3. Increased job satisfaction.
4. Flexibility.
5. Give Managers a nonmonetary perk for working at the library.
6. Implement and monitor the Manager WFH model as a pilot, with the goal to provide a WFH option for other library staff.

*How would it work?*

Managers could either schedule a regular time during a two-week block for work from home (for instance, every other Tuesday would be a work from home day) or would ask the director for approval at least one week before the work from home period.

Times that would be excluded would be the following:

1. Shifts during which the manager would be the Librarian-in-Charge;
2. Scheduled desk shift periods;
3. Fridays;
4. Days when fewer than 2 managers are in the building because of illness, vacation, etc

Managers would be expected to report for work during their WFH time if the library is short-staffed or at the discretion of the Director. Managers would submit a summary of their WFH activities to the Director/Administrative Services Manager.

If, at any time, the process is not working, the program will be discontinued at the discretion of the Library Director.