

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 1 of 17

A. Purpose

In response to evolving workplace trends and the increasing demand for flexible work arrangements, the Library recognizes the need for a comprehensive telecommuting policy. This policy establishes clear guidelines and expectations for non-represented Library employees who engage in remote work. It aims to provide flexibility while ensuring high levels of productivity and service standards. By offering various telecommuting options, the Library seeks to accommodate the diverse needs of employees and optimize the use of resources by reducing commuter stress, traffic congestion, and granting a greater degree of personal freedom to employees.

To establish a policy and procedures to encourage, where appropriate, the use of telecommuting (also known as Telework) in order to attract and retain a diverse and talented work force; reduce costs; encourage affordable traffic mitigation; improve productivity among employees; better address work and family demands; and further goals of local, state, and national policies and regulations such as the Clean Air Act. The City of Waukesha and Waukesha Public Library support telecommuting as an alternative work arrangement and allow the Library Director to implement telecommuting arrangements, where appropriate, for eligible employees.

While this policy has been developed primarily with the long-term telecommuting worker in mind, the employee wishing to telecommute for a shorter period of time may also take advantage of this policy

B. Summary

Telecommuting is a flexible work arrangement where employees can work remotely on an as-needed basis, or hybrid schedule, depending on departmental needs and subject to department head approval. Offering the opportunity to work remotely is a management option, based on the discretion of the employee's department head. Telecommuting is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to, work remotely. The employee must currently be performing at an overall satisfactory level or above in their position. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the department head.

B. C. Definitions

1. "Telecommuting" means working one or more hours or days in any work week from home instead of commuting to a centrally located worksite.
2. "Voluntary" means that employees choose to request a telecommuting arrangement.
3. "Centrally Located Worksite" means the Waukesha Public Library worksite where the employee would be required to work if they did not telecommute.

Formatted: Font: (Default) Aptos, Font color: Red

Formatted: Normal, Left, Indent: Left: 0.25", Space After: 3 pt, No bullets or numbering

Formatted: Font: (Default) Aptos, Font color: Red

Formatted: Font: (Default) Aptos, Font color: Red

Formatted: Font: (Default) Aptos, Font color: Red

Formatted: Font: (Default) Aptos

Formatted: Font: Bold

Formatted: No bullets or numbering

Formatted: No bullets or numbering

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 2 of 17

~~4. "Short term" telecommuters include those individuals who may wish to continue to perform, where feasible under the circumstances, work related tasks during periods of sick leave or when their ability to complete work in a timely manner is impacted or impaired by other activities occurring at the library.~~

~~1. **Remote Work:** The practice of performing job duties from a location outside the traditional office setting, typically from home, using internet-connected devices and communication tools.~~

Formatted: Indent: Left: 2.2", Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55"

~~2. **Flexibility:** The ability to adjust work hours or location to accommodate both the employee's personal needs and the organization's requirements while meeting job expectations.~~

Formatted: Indent: Left: 2.2", Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55"

~~3. **Onsite:** The requirement for employees to be physically present at the Library or worksite as determined by management.~~

Formatted: Indent: Left: 2.2", Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55"

~~4. **Work Schedule:** Designated hours during which an employee is expected to perform their job duties. For telecommuting, this typically aligns with standard working hours (e.g., 8 AM – 4:30 PM), unless otherwise agreed upon with the manager. Even when working remotely, hourly employees must punch in and out for lunch daily.~~

~~No Library employee will be allowed to have a 100% remote schedule. A minimum of three days per week onsite is required, depending on department specific needs.~~

~~5. **Accountability:** Employees are responsible for completing their job duties effectively and efficiently, regardless of their work location. This includes regular reporting, adherence to performance metrics, check-ins, and maintaining communication with supervisors and colleagues.~~

~~Telecommuting, employees may be asked to complete and submit a Work Activity Log each day to account for time worked at the participant's alternate worksite. Failure to do so may result in termination of an employee's approval to telecommute.~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/<u>REMOTE</u> <u>WORK</u> POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 3 of 17

- 6. Work Product:** The task completion rate, volume of work produced, and accuracy of work delivered should be the same whether working remotely or onsite.

Formatted: No bullets or numbering

C. Policies

1. Program Agreement and Goals

- a. The telecommuting policy shall supersede all prior and/or existing telecommuting or telework policies.
- b. The telecommuting policy shall apply to all non-represented employees of the Library. The application of this policy to Library represented employees may be the subject of collective bargaining between the Library and the exclusive bargaining agents for those employees.
- c. The Library Director may implement telecommuting arrangements, where appropriate, for eligible employees recognizing the positive personal and management impacts of such arrangements. (including reduced commuter stress and traffic congestion, and increased workplace flexibility) Telecommuting can both serve the needs of the Waukesha Public Library and its clients, and grant a greater degree of personal freedom to Waukesha Public Library employees.
- d. Telecommuting is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to, telecommute. Offering the opportunity to work at home is a management option, based on the discretion of the Library Director. An employee's participation is strictly voluntary. All telecommuting agreements must meet the criteria in this policy and may be terminated at any time by either the employee or the Library Director, although it is recommended that two weeks notice be given.
- e. This policy applies to voluntary telecommuting. The policy does not apply in situations related to telecommuting offered as a result of providing reasonable accommodation for qualified individuals with a disability.
- f. The Library will incur the cost of any expenses approved for telecommuting agreements.
- g. Expenses for telecommuting agreements require the approval of the Library Director. The Library Director has the authority to approve minimal telecommuting expenses and should set spending limits accordingly.
- h. Implementation and termination of telecommuting agreements within the Library will be at the sole discretion of the Library Director.
- i. An employee wishing to request a telecommuting arrangement shall submit a written request to the Library Director and/or her/his designee. A telecommuting

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 4 of 17

~~arrangement must be mutually agreed upon by the employee and the Library Director. Any changes to the written arrangement must also be documented in writing and approved by the Library Director.~~

- ~~j. The Library Director will consult with the Library's Associate Director Support Services in advance if an employee requires remote access or technology support in order to telecommute.~~
- ~~k. The Library Director shall set up telecommuting agreements so that they expire on a routine basis, such as every three (3) or six (6) months (up to a maximum of twelve (12) months). At the expiration of a telecommuting agreement, the employee would have the option to request renewal of the arrangement by filling out another telecommuting application. This process gives the Library Director and employees the ability to evaluate and adjust telecommuting arrangements so that they meet their workload needs and the needs of the Library.~~
- ~~l. After an employee begins a telecommuting arrangement, the Library Director should conduct periodic reviews with the employee to evaluate the success of the arrangement. It is recommended that a first time telecommuter would be reviewed during the first forty five (45) days, at the end of three (3) months, at the end of six (6) months and after one year.~~
- ~~m. Should a conflict arise between two or more employees concerning a telecommuting arrangement, the Library Director shall have final authority to resolve the matter, and/or to alter the arrangement as needed.~~
- ~~n. Employees may, at the discretion of the Library Director, be called to work at their centrally located worksite on their regular telecommuting workday, during their regular work hours or otherwise, in order to meet workload requirements.~~
- ~~o. If an employee is telecommuting and during the workday they come in to their centrally located worksite, the time traveling from the employee's home to the centrally located worksite will be treated as "job site" to "job site" travel, and the employee's travel time will be counted as hours worked and compensated accordingly. Whenever possible, when telecommuting employees are requested to report to their centrally located worksite, they should be so notified by the end of the work day prior to the day they are requested to report to the central worksite. In such cases, travel time between home and the central worksite is treated as regular commuting time and is not counted as hours worked and compensated.~~
- ~~p. The duties, obligations and responsibilities of an employee who telecommutes are the same as employees at the centrally located worksite including, but not limited to, compliance with applicable Waukesha Public Library policies and procedures.~~
- ~~q. A set procedure and schedule for regular communication between a telecommuting employee, staff and customers must be identified in the telecommuting agreement.~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/<u>REMOTE</u> <u>WORK</u> POLICY	Issued: <u>6/14/07</u> 8/13/26	No: B-19
	Supersedes: <u>None</u> 6/14/07	Page: 5 of 17

~~Fair Labor Standards Act (FLSA) exempt employees must indicate the hours they will be available to be reached by staff and customers. For non-exempt employees, the telecommuting agreement must indicate the specific hours the employee will be on work status as well as hours available to staff and customers. The Library Director may also outline specific job assignments and expectations of the telecommuting employee. Work schedule variations are subject to the Library Director's approval.~~

- ~~r. For non-exempt employees covered by the provisions of the Fair Labor Standards Act, any hours beyond their normal work schedule must be authorized in advance by the Library Director.~~
- ~~s. In order to utilize sick leave on a telecommuting workday, employees must contact their immediate supervisor as early as possible. The supervisor will contact the Library Director.~~
- ~~t. Short term telecommuters performing work during a sick leave period must report the actual hours they work during the sick leave. The employee's sick leave bank will be adjusted to exclude those hours spent working as part of a telecommuting agreement.~~
- ~~u. Employees who telecommute are expected to be working at their home during their telecommuting work schedule. Supervisor approved personal leave time normally scheduled during a telecommuting employee's scheduled workday must be arranged in the same manner as employees at the centrally located worksite.~~
- ~~v. Employees on a telecommuting schedule will continue to accrue vacation and sick leave benefits at the same rate as an employee who is not working a telecommuting arrangement. For non-exempt employees who are covered by the provisions of the Fair Labor Standards Act, vacation and sick leave benefits shall be expended on an hour for hour basis. The telecommuting employee's salary, retirement and benefits also remain unchanged.~~
- ~~w. Telecommuting shall not be used as a substitute for dependent or child care. Employees who telecommute are expected to make dependent and child care arrangements during the period they will be working at home.~~
- ~~x. Employees who telecommute will be covered by worker's compensation for all job-related injuries occurring at their home during their defined work period. The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement. (Worker's compensation will not apply to non-job related injuries that occur in the home.) The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. Waukesha Public Library will~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 6 of 17

~~not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.~~

- ~~y. In the event of a job related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents, and/or injuries.~~
- ~~z. The employee must allow Library conducted home office inspections if a job-related incident, accident and/or injury has occurred.~~
- ~~aa. Telecommuting employees shall not hold business meetings with internal or external clients, customers or colleagues at their residence.~~
- ~~bb. Employees shall not conduct any unauthorized external (non Library) work during their telecommuting work schedule.~~
- ~~cc. The employee shall participate in any Library sponsored telecommuting and/or technology training as requested by the employee's immediate supervisor or Library Director.~~
- ~~dd. The employee shall participate in any City or Library sponsored evaluation of telecommuting.~~
- ~~ee. The City's Human Resources Department at (262) 524-3745 can assist with telecommuting program advice; consultation with the Library Director and/or her/his designee is also available.~~

2. Telecommuting Eligibility

- ~~a. An employee's work must be of a nature that face to face interaction with internal or external customers or project workgroups is minimal and the employee's tasks can be performed successfully away from the office.~~
- ~~b. The need for specialized material or equipment in order to telecommute should be minimal. Employees interested in telecommuting must already have a safe and ergonomic home office environment and the primary materials and equipment needed at their home in order to telecommute.~~
- ~~c. Characteristics of the employee will include a demonstrated conscientiousness about work time and productivity, self-motivation and ability to work well alone.~~
- ~~d. The employee communicates effectively with supervisors, co-workers, support staff and clients.~~
- ~~e. The employee operates computer or other equipment independently, to the degree that will be required to work from their home.~~
- ~~f. The employee must be performing currently at an overall satisfactory level or above in their position.~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/<u>REMOTE</u> <u>WORK</u> POLICY	Issued: <u>6/14/07</u> <u>8/13/26</u>	No: B-19
	Supersedes: <u>None</u> <u>6/14/07</u>	Page: 7 of 17

g. ~~The employee must be employed by the Waukesha Public Library for a minimum of one (1) year prior to the effective date of the telecommuting agreement.~~

3. Hardware, Software and Supplies

- a. ~~Although the need for specialized material or equipment in order to telecommute should be minimal, the Library may provide equipment (hardware and software) and services (such as technical support) if it is approved in advance by the Library Director. The Library Director may approve minimal telecommuting expenses and should set spending limits accordingly.~~
- b. ~~General office supplies (such as paper and pens) will be provided by the Library and should be obtained by the employee at the centrally located worksite. Out-of-pocket expenses for supplies normally available at the centrally located worksite will not be reimbursed.~~
- c. ~~Employees who telecommute from home are subject to the same internal Library policies regarding the use of Library provided equipment (hardware and software) and services as that of employees at the centrally located worksite.~~
- d. ~~Employees who telecommute shall not allow anyone, except Library employees, to use Library provided equipment (including hardware and software) and services.~~
- e. ~~**HARDWARE:** New or existing personal computer equipment may be provided on an as-needed basis to employees by the Library if approved in advance by the Library Director. Telecommuting expenses beyond the minimum spending limit set up Library Director will also require advance approval by the Library Director. This equipment may consist of a personal computer, modem and related supplies. All supplies must be returned to the Library within fourteen (14) days of the date the telecommuting arrangement is no longer valid or if the equipment will no longer be needed by the employee to do their work. The Library will provide routine maintenance and repairs for Library equipment if the equipment is returned to the employee's centrally located worksite.~~
- f. ~~Telecommuting employees may use their own personal computer equipment and are encouraged to do so when possible. Employees may consult with the Library IT Department for work related assistance for their computer at their own risk. The Library will not be able to provide technical support for computer or telecommunications equipment that is not compatible with equipment that is currently supported by the Library. Employees will be responsible for the maintenance and repair of their own equipment.~~
- g. ~~Office furniture will not be provided to employees who telecommute.~~
- h. ~~**SOFTWARE:** Employees must conform to the City's and Library's software standards. The Library Director will consult with the Library's Associate Director~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/<u>REMOTE</u> <u>WORK</u> POLICY	Issued: <u>6/14/07</u> <u>8/13/26</u>	No: B-19
	Supersedes: None <u>6/14/07</u>	Page: 8 of 17

~~Support Services to ensure that the software needed conforms to the City's and Library's software policies.~~

- ~~i. Remote access to the City's network may be provided to the employee at the discretion of the Library Director. Remote access may also be updated periodically to the employee at the discretion of the Library Director. If the City's remote access system includes internet access or other dial in services, the employee may only use the Library provided internet access or other dial in services in a manner consistent with that of employees at the centrally located worksite. Employees who telecommute from home are subject to the same internal Library policies regarding the use of Library provided equipment and services as that of employees at the centrally located worksite.~~
- ~~j. The Library will not purchase or reimburse employees for the cost of an internet service provider or internet use. If the Library's remote access system includes internet access or other dial in services, the employee may only use the Library provided internet access or other dial in services in a manner consistent with that of employees at the centrally located worksite. Employees who telecommute from home are subject to the same internal Library policies regarding the use of Library provided equipment and services as that of employees at the centrally located worksite.~~
- ~~k. The Library will not provide or reimburse employees for software that is commercially available for installment on an employee's personal computer.~~
- ~~l. The Library may purchase or reimburse employees for software that is installed on Library provided equipment if approved in advance by Library Director. Telecommuting expenses beyond the minimum spending limit set up by Library Director will also require advance approval by the Library Director.~~
- ~~m. Library information and/or documents stored on an employee's personal computer may be subject to public disclosure requirements.~~
- ~~n. **TELEPHONES:** The Library may reimburse an employee on a case by case basis for business related long distance telephone expenses incurred at the employee's home on telecommuting days if approved in advance in writing by the Library Director. Telecommuting expenses beyond the minimum spending limit set up by the Library Director will also require advance approval by the Library Director. Long distance charges for remote access to the Library's network are permissible if approved in advance in writing by the Library Director. Telecommuting expenses beyond the minimum standard set up by the Library Director will also require advance approval by the Library Director. Reimbursement will require an itemized copy of the employee's telephone bill.~~
- ~~o. The Library will not reimburse the employee for local telephone calls or service.~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 9 of 17

p. ~~CONFIDENTIAL INFORMATION:~~ The employee will maintain the confidentiality of Library information and documents, prevent unauthorized access to any Library system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the Library.

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 10 of 17

4. Procedures

Action By	Action
Employee	Makes a written request and submits it to his/her immediate supervisor and the Library Director.
Library Director	- Reviews request. - May request a written analysis of work tasks from employee. - May deny agreement or any equipment or service expenses requested. If denied, provides reason for denial to employee. - If agreement is acceptable and expenses are under the minimum spending limit set up by the Library Director, signs agreement and returns to employee. - If agreement is acceptable but expenses are over the minimum spending limit set, approves or denies request for additional expense. - Provides notice of approval and delineation of expenses incurred by the Library to the Library's Associate Director Support Services and Library Board. - Informs employee in writing of denial or granting of request for telecommuting arrangement and equipment and service expenses, if applicable, including date the arrangement will be implemented and date it will end. If denied, provides the employee with a written explanation of why the request has been denied.

Formatted: Right: 0", Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: Not at 1"

Formatted: Right: 0", Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: Not at 1"

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: Not at 1"

Formatted: Right: 0", Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: Not at 1"

Formatted: Space After: 6 pt, Tab stops: Not at 1"

Formatted: Space After: 6 pt, Tab stops: 0.5", Left + Not at 1"

5. Responsibilities

- Employees who telecommute or plan to telecommute are responsible for:
- Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.
- Initiating a written request if they are interested in entering into a telecommuting agreement.
- Short term telecommuters must have an approved written telecommuting request on file with the Library.
- Short term telecommuters must advise their supervisor in advance by phone or e-mail of their intent to perform telecommuting work in lieu of working on-site at the Library. As

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55"

Formatted: Space After: 6 pt

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: None <u>6/14/07</u>	Page: 11 of 17

part of this notification, they are to advise the supervisor of the length of time involved in the short term telecommute.

- f. ~~Reporting to their immediate supervisor as early as possible if they are unable to work on a telecommuting day.~~
- g. ~~Establishing and maintaining an adequate, safe and ergonomic work space in their home.~~
- h. ~~Maintaining appropriate care and security of any Library equipment used at the employee's home. Employees who telecommute from home are subject to the same internal City and Library policies regarding the use of Library provided equipment (hardware and software) and services as that of employees at the centrally located worksite. Employees shall return all Library provided equipment within fourteen (14) days after the completion of their telecommuting agreement. Employees are responsible for maintenance and repair of their own equipment.~~
- i. ~~Maintaining the confidentiality of Library information and documents, preventing unauthorized access to any Library system or information, and disposing of work related documents in a manner that will not jeopardize the interests of the Library.~~
- j. ~~Any injuries to third parties and/or members of the employee's family on the employee's premises during the employee's telecommuting work period.~~
- k. ~~Abiding by all of the terms of Waukesha Public Library's telecommuting policy.~~
- l. ~~The Library Director is responsible for:~~
- m. ~~Ensuring that a high level of public service is maintained, and that abuses of this policy do not occur.~~
- n. ~~Providing written notice granting or denying requests and written notice for termination of agreements to employees.~~
- o. ~~Communicating to the employee performance expectations and monitoring accomplishment of those expectations.~~
- p. ~~Abiding by all of the terms of Waukesha Public Library's telecommuting policy.~~
- q. ~~Reviewing employee requests for telecommuting, granting or denying employee requests. If an employee's request is denied, a reason must be provided to the employee.~~
- r. ~~Monitoring policy use to insure that the policy is being applied consistently.~~
- s. ~~Setting up additional procedures for immediate supervisors should the Library Director choose to review or track telecommuting agreements with employees.~~

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/<u>REMOTE</u> <u>WORK</u> POLICY	Issued: <u>6/14/07</u> 8/13/26	No: B-19
	Supersedes: None <u>6/14/07</u>	Page: 12 of 17

Adopted by the Library Board

~~06/14/07~~

Formatted: Normal, Left, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left + Not at 0.2" + 0.44" + 1.04" + 1.2" + 2.73" + 3.5" + 4.29" + 5.23"

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 13 of 17

Attachment 1

WAUKESHA PUBLIC LIBRARY

Acknowledgment of Telecommuting Policy

This form is used to acknowledge receipt of, and compliance with the Library's Telecommuting policy.

Complete the following steps:

1. Read the Telecommuting Policy.
2. Sign and date in the spaces provided below.
3. Return **this page only** to the Library's Associate Director, Support Services who will forward a copy to the City Information Technology Help Desk.

By signing below, I agree to the following terms:

1. I have received and read a copy of the "Telecommuting Policy" and understand and agree to the same;
2. I understand and agree that any software and hardware devices provided to me by the Library remain the property of the Library;
3. I understand and agree I am not to modify, alter, or upgrade any software programs or hardware devices provided to me by the organization without the permission of the Library Information Technology department;
4. I understand and agree that I shall not copy, duplicate (except for backup purposes as part of my job), or allow anyone else to copy or duplicate any software;
5. I understand and agree that, if I leave the Library for any reason, I shall return to the Library the original and copies of any and all software, computer materials, or computer equipment that I may have received from the Library that is either in my possession or otherwise directly or indirectly under my control within fourteen (14) days;
6. I understand and agree I must make reasonable efforts to protect all Library provided software and hardware devices from theft and physical damage;
7. I understand and agree that the Library information or documents stored on my personal computer may be subject to public disclosure and that I may be required to provide any and all Library information and documents to the Library immediately upon request.

Employee Signature _____ Employee Title

_____ *Waukesha Public Library*

Employee Name (Please print) _____ Department

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 14 of 17

____Date

____Return form to the Library's Associate Director, Support Services, who will
forward a copy to the City Information Technology Department.

____Attachment 2

____WAUKESHA PUBLIC LIBRARY

____Request for Telecommuting Access

____The following employee is requesting telecommuting access to the City of Waukesha and
Waukesha Public Library network.

____Name of Employee Requesting Telecommuting Access:

____Department: Waukesha Public Library

____Library Director's Signature: _____

____(Required)

____Date: _____

____I have received and read a copy of the Telecommuting Policy

____Employee Signature _____Employee Title

_____Waukesha Public Library

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left

Formatted: Normal, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left + Not at 4"

Formatted: Normal, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left + Not at 4"

Formatted: Normal, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left + Not at 4"

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left + Not at 4"

Formatted: Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 15 of 17

_____**Employee Name (Please Print)**_____**Department**

_____**Date**

_____**Return form to the Library's Associate Director, Support Services, who will forward a copy to the City Information Technology Department.**

D. Telecommuting Expectations and Accountability

- A.** Employees who telecommute are subject to the same internal Library policies as that of employees at the centrally located worksite.
- B.** Similar to being onsite, employees who are authorized to telecommute must maintain a high standard of professionalism, productivity, and accountability while working remotely. They will be provided with clear expectations for their schedule, tracking of tasks, performance metrics, and the use of time during work hours. Employees may, at the discretion of management, be called to work onsite on a planned telecommuting workday to meet the needs of the department. Consequences for not adhering to the outlined expectations could be grounds for discipline up to and including termination.
- C.** Telecommuting shall not be used as a substitute for dependent or childcare. Employees who telecommute are expected to make dependent and childcare arrangements during the period they will be working at home.
- D.** Employees shall not conduct any unauthorized external (non-City) work during their telecommuting work schedule.

E. Requirements

- A.** The employee will maintain the confidentiality of Library information and documents, prevent unauthorized access to any Library system or information, and dispose of work-related documents in a manner that will not jeopardize the interests of the Library.
- B.** The supervisor will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the Library is to be used for business purposes only. The Library will not reimburse the employee for any telecommuting expenses.
- C.** Employees who telecommute shall not allow anyone, except Library employees, to use Library provided equipment (including hardware and software) and services.
- D.** Employees must have reliable internet access, phone service, and other access necessary to perform their duties.

Formatted: Normal, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Border: Top: (No border), Tab stops: 0.5", Left

Formatted: Normal, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Tab stops: 0.5", Left

Formatted: Normal, Space After: 6 pt, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Tab after: 0.55" + Indent at: 0.55", Border: Top: (No border), Tab stops: 0.5", Left

Formatted: No bullets or numbering

Formatted: Font: Bold

Formatted: No bullets or numbering

Formatted: Indent: Left: 0.55", No bullets or numbering

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: <u>6/14/078/13/26</u>	No: B-19
	Supersedes: <u>None6/14/07</u>	Page: 16 of 17

- E. A suitable, distraction-free workspace is required for remote days. Employees must also have the ability to be reached by other City employees, residents, external customers, and/or vendors. This can be achieved through the utilization of MiCollab or any other application approved by IT (contact IT for assistance).
- F. The Library will provide for routine maintenance and repairs of Library equipment if the equipment is returned to the employee's centrally located worksite. The IT department will provide remote technical support as needed.
- G. Telecommuting employees shall not hold business meetings with internal or external clients, customers or colleagues at their residence
- H. The employee is responsible for maintaining a safe and ergonomic working environment, including the work area, bathroom, and other areas that may be necessary for working during the telecommuting arrangement. Worker's compensation will not apply to non-job-related injuries that occur in the home. The employee also remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The Library will not be responsible for injuries to third parties or members of the employee's family that occur on the employee's premises.
- I. In the event of a job-related incident, accident or injury during telecommuting hours, the employee shall report the incident to their supervisor as soon as possible and follow established procedures to report and investigate workplace incidents, accidents or injuries.
1. The employee must allow home office inspections conducted by the Library if a job-related incident, accident or injury has occurred.
- J. All equipment must be returned to the Library within seven-days of the date the telecommuting arrangement is no longer valid or if the equipment will no longer be needed by the employee to do their work. If equipment is not returned, the employee will be financially responsible for the replacement.

F. Determinations

A. Compliance with this policy is mandatory. Failure to adhere to the guidelines may result in revocation of telecommuting privileges.

B. Employees should not assume any specified period of time for telecommuting arrangements. The Library may require employees to return to regular, onsite work at any time.

C. The success of telecommuting relies on trust, responsibility, and communication. Employees must understand and comply with the expectations set forth in this policy in order to maintain an effective and productive remote work environment. By adhering to this policy, employees will contribute to the success of their team and the organization as a whole.

Formatted: Indent: Left: 0.5", No bullets or numbering

Formatted: Indent: Left: 0.55", No bullets or numbering

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: TELECOMMUTING/REMOTE WORK POLICY	Issued: 6/14/07 <u>8/13/26</u>	No: B-19
	Supersedes: None <u>6/14/07</u>	Page: 17 of 17