

### **Telecommuting Policy**

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Oscoda County District Library considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it does not change the terms and conditions of employment with Oscoda County District Library.

Employees will be advised of the opportunity or requirement to telecommute by the Oscoda County District Library Director. Preparations should be made by employees and direct supervisors well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and data lines. IT personnel will be available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or their direct supervisor, with approval of the Director, can initiate a temporary telecommuting agreement during emergency circumstances. The employee and direct supervisor 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 must establish an appropriate work environment within his or her home for work purposes. The Oscoda County District Library 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.

The Director will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the Oscoda County District Library is to be used for business purposes only.

Consistent with the Oscoda County District Library's expectations of information security for employees working at the Oscoda County District Library, teleworking employees will be expected to ensure the protection of confidential Oscoda County District Library and patron information accessible from their home office.

Employees should not assume any specified period for telework arrangements, and the Oscoda County District Library may require employees to return to regular, in-person work at any time.

1<sup>st</sup> read June 10, 2024

2<sup>nd</sup> read July 8, 2024