



TEMPORARY TELECOMMUTING POLICY

POLICIES & PROCEDURES

Employment Relationship. Telecommuting does not change Conway Public Library (CPL) expectations or obligations regarding the employment relationship. All employees, including telecommuters, are subject to employment policies and procedures set forth in our Employee Handbook and other policy documents.

Job Duties. The employee's duties, obligations, responsibilities and conditions of employment with the Library remain unchanged. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular work site.

Timekeeping. Telecommuters must document their time and tasks on a daily basis and must take all required breaks. A non-exempt telecommuter must also take his or her required breaks and must obtain pre-approval to work overtime in accordance with CPL policy. Working unauthorized overtime, failing to take required breaks, or failing to keep accurate timesheets and/or turn them in on time may result in corrective action in accordance with the personnel manual.

Schedule/Workweek. Telecommuters must present a work schedule that is agreeable to the Library Director. Unless other specific arrangements are made with the Director, the telecommuter agrees to be accessible during the agreed upon working hours while working from his or her remote office.

Unauthorized use of CPL Property. Employee agrees that only person(s) expressly authorized by CPL may use the equipment as provided for the remote work location and the employee will follow the same rules for equipment use as designated in the personnel manual.

Termination of Telecommuting Agreement. CPL, with or without cause or advance notice may alter or cancel the telecommuting agreement at any time.

CONFIDENTIALITY & CONDUCT

Employees who telecommute must maintain the security of all confidential and/or sensitive information as if they were working at the Library.

HEALTH AND SAFETY

The remote telecommuter is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules, and regulations. Telecommuters are responsible for setting up and maintaining an ergonomically correct workstation. CPL is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the telecommuting employee.

Reporting an Injury. The employee must report any work-related injuries to their Supervisor. This is no different than the expectation of an employee when working in the office. The Employee agrees that it may be necessary for the Primex to visit your home office to investigate an injury report.

Employer Liability. CPL assumes no liability for injuries to you that occur outside of the home work area or outside of your working hours. In addition, CPL makes no representations on the personal tax and insurance implications of this telecommuting arrangement; it is the Employee's obligation to address these issues on his/her own.

I _____ (print name) have read and understand the Temporary Telecommuter Policy and agree to the duties, obligations, responsibilities and conditions for employees working offsite. I understand that I remain subject to all CPL policies and employee personnel manual including, but not limited to, use of technology, confidentiality, unlawful harassment and workplace safety.

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I understand that I must maintain a specific telecommuting location and works hours as agreed upon between CPL and myself. Additionally, I must furnish and maintain my remote work space in a safe manner, employing appropriate telecommuting security measures and protecting library assets, information and systems.

I also understand that CPL may change the conditions under which I am authorized to telecommute or may cancel the privilege of telecommuting or may request my presence in the library, with or without cause and with or without notice.

My signature below certifies that I have read, understand and agree to the CPL Temporary Telecommuting Policy.

Employee Signature Date

Director Signature Date