

WORK FROM HOME POLICY

Abbott Library, Sunapee, NH

The Abbott Library Work from Home Policy will be in effect to comply with any State of NH emergency orders or at the discretion of the Abbott Library Director. Remote work is an arrangement in which employees work at home or at an alternate worksite either during part of their work schedule or full-time. Not all circumstances lend themselves to an alternative work situation.

POLICIES & PROCEDURES

Employment Relationship. Work from Home does not change Abbott Public Library expectations or obligations regarding the employment relationship. All employees 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. Employee must document their time and tasks on a daily basis and must take all required breaks. All employees must take required breaks and must obtain pre-approval to work overtime in accordance with Town of Sunapee 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. Employees must present a work schedule as required by the Library Director. Unless other specific arrangements are made with the Director, the employee agrees to be accessible during the agreed upon working hours while working from a remote office. Employees working from home will continue to work their normally allotted hours.

During times when a State of NH emergency order is not in effect, employees who work more than 32 hours per week may work up to 10 percent of their regularly scheduled hours from home. This is to be considered a privilege and a benefit of employment at the Abbott Library. In the event that the employee is needed in the library during their regularly scheduled work from home hours, the work from home hours for that pay period are forfeit.

Unauthorized use of Abbott Library Property. Only the authorized Abbott Library Employee may use the equipment provided for the remote work location and the employee will follow the same rules for equipment use as designated in the personnel manual.

CONFIDENTIALITY & CONDUCT

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

HEALTH AND SAFETY

The employee working from home 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. Employees are responsible for setting up and maintaining an ergonomically correct workstation. Abbott Library is not liable for any loss, damage, or wear of any equipment, furniture, or supplies owned by the employee.

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

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

I _____ (print name) have read and understand the Work from Home Policy and agree to the duties, obligations, responsibilities and conditions for employees working offsite. I understand that I remain subject to all Abbott Library policies and Town of Sunapee employee handbook including, but not limited to, use of technology, confidentiality, unlawful harassment and workplace safety.

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

I also understand that Abbott Library Director may change the conditions under which I am authorized to work from Home or may cancel the privilege of working remotely or may request my presence in the library.

My signature below certifies that I have read, understand and agree to the Abbott Library Work from Home Policy.

Employee Signature Date

Director Signature Date

Approved by Abbott Library Board of Trustee on June 18, 2020

Amended and Approved by Abbott Library Board of Trustees on October 21, 2021