



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

Scheduling/Pay Practices

02.05.01.G2 Work Schedule Guidelines - Remote Work

Remote Work

Remote work is an arrangement by which an employee performs job duties from an alternative location other than at the office on an ad hoc or regularly scheduled basis. Remote work is not a standard work arrangement at PCCLD and is approved at the sole discretion of the Executive Director.

An employee must have been continuously employed by PCCLD for a minimum of 12 months to be considered for a remote work arrangement. The employee must only use PCCLD-assigned equipment and technology to facilitate the arrangement, such as computer, laptop, printer. The employee must have a sufficiently fast Internet connection which may also be provided by PCCLD. Any equipment and network access provided by PCCLD must be used for library district business purposes only and promptly returned upon request.

An employee who is approved to work remotely must comply with all PCCLD policies and procedures, including, but not limited to, those set forth in the Employee Guidelines document. An employee is expected to agree upon a work schedule with their supervisor and be generally available during the PCCLD's core business hours. This includes timely responding to voicemails, emails, and other requests. Remote workers must submit requests for vacation, sick, or other available leave to address illness and/or personal matters just as if they were working in the office. Non-exempt remote workers must accurately record all hours worked and comply with all recordkeeping requirements, including documenting meal and break periods.

An employee who has been approved to work remotely must follow all security measures to protect any library district records or files, including electronic information. Employees must follow PCCLD procedures related to computer use, network access, information security, and storage of documents. No one other than the employee is permitted to access PCCLD information or use PCCLD equipment.

An employee engaged in working remotely from a different state other than Colorado is responsible for determining the appropriate tax withholdings and is encouraged to consult a tax professional.

An employee who is permitted to work remotely must sign a written agreement that specifies the effective date of the arrangement, the employee's remote work schedule, and the terms and conditions of the arrangement.