

## Temporary Teleworking Policy

Teleworking is a work 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. Not every position is appropriate for this type of arrangement. Employees who would like the Library District to consider the temporary option of teleworking should contact Human Resources.

Requests will be considered on a case-by-case basis and PCCLD will consider factors such as:

- the nature of the job or project requirements;
- whether the nature of the work lends itself to teleworking;
- the amount of time to be spent working remotely;
- employee work performance;
- the ability of the employee to work independently; and
- the impact the arrangement may have on collaboration and co-workers.

Individuals who wish to temporarily telework must have the necessary equipment and technology to facilitate the arrangement, such as computers, printers, and sufficiently fast Internet connection. Any equipment provided by PCCLD must be used for business purposes only and promptly returned upon request.

Employees who telework must comply with all PCCLD policies and procedures, including, but not limited to, those set forth in these Employee Guidelines. Unless a flexible work schedule is permitted, employees are expected to work, and be generally available during core business hours. This includes timely responding to voicemails, emails, and other requests.

Teleworking employees 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 telecommuting employees must accurately record all hours worked and comply with all recordkeeping requirements, including documenting meal and break periods.

Telecommuting employees must follow all security measures to protect any PCCLD 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.

Employees who are permitted to temporarily telecommute must sign a written agreement which specifies the effective date of the arrangement, the employee's telework schedule, and the terms and conditions of the telework arrangement.

Unless granted as an accommodation under federal or state law, teleworking arrangements are granted in PCCLD's sole discretion and can be revoked at any time, with or without cause. Reasonable advance notice of the termination of such an arrangement will be provided where possible. Employees who fail to abide by the requirements set forth in this policy or otherwise, including any written agreement, will not be permitted to continue the telework arrangement.



This policy and any associated written agreement does not alter the employment at-will relationship and either PCCLD or the employee can terminate the employment relationship at any time with or without cause.

Effective through September 30, 2021