

Guernsey Memorial Library Policies	Work at Home Policy
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Page: 1	
<p>GML acknowledges that working from home can be good for both the employer and the employee for many reasons:</p> <ul style="list-style-type: none"> 1-Fewer distractions, allowing for greater focus and productivity 2-Improves work-life balance, creating better employee satisfaction, therefore greater retention 3-Healthier working conditions – not exposed to each other’s communicable diseases as much, not forced to work at a desk, can dress more comfortably, can control one’s environment 4-Energy savings – for the workplace and for the employee reducing fossil fuel use commuting, also benefitting the environment 5-Improved mental health for employees and coworkers – less stress <p>Full time staff who have been full time for six months or more and are thoroughly and satisfactorily trained may be eligible to work at home, depending on their work duties under the following conditions:</p> <p>Work at home may not be possible for all employees depending on their job duties. For example, custodial employees may not work from home.</p> <p>Work at home employees must provide their own Internet connection, workspace, and utilities.</p> <p>Work at home employees must make themselves available by email and phone during their time working at home.</p> <p>No staff member may work more than 20% of their weekly hours at home unless by special arrangement with their supervisor and the library director.</p> <p>The library reserves the right to call work at home staff in to work at the library if they are needed.</p> <p>Records of work done at home must be kept in a written log and presented to the supervisor and library director upon request.</p> <p>Repair or replacement of lost or damaged library property, equipment, or supplies are the responsibility of the employee when they are removed from library grounds.</p> <p>The employee will maintain a record and accounting of library materials, supplies, and equipment used off-site.</p> <p>Individuals wishing to work at home must write their supervisor a letter advising them of their intent to work at home, detailing the day and times they wish to work at home and what jobs they feel they would be able to accomplish working at home.</p> <p>Work at home can be revoked at any time by the employee’s supervisor or the library director if the employee is not productive enough at home, if their job duties change so that they are no longer able to accomplish their job at home, or if the employee is needed at the library.</p> <p>An individual who does not wish to work at home does not have to do so unless there are special circumstances requiring them to do so.</p>	
Revision approved by Board:	Notes: