

Temporary Work at Home Policy

Adopted July 6, 2020

In the event of an emergency, public health crisis, or pandemic, Henrietta Public Library (HPL) may allow or require employees to temporarily work from home for extended periods of time to ensure business continuity along with preserving the health and safety of staff. The Library Director makes all decisions about work from home situations and will communicate any requirements and stipulations with employees.

Employees must complete the Work from Home Agreement in order to work from home. HPL will keep this signed agreement in the employee's personnel file indefinitely.

Requirements for work at home environment and equipment

- All employees will establish an appropriate work environment within their home for work purposes. HPL will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting. Nor will HPL be responsible for repairs or modifications to the home office space.
- Equipment needs for each employee will be determined on a case-by-case basis with the Technology librarian. Equipment supplied by HPL is to be used for business purposes only.
- Access to secure, reliable internet at home.
- Where possible, follow the procedures to VPN and use employee's work computer desktop to help ensure information security.
- Consistent with the organization's expectations of information security for employees working at the office, working from home employees will be expected to ensure the protection of proprietary company and patron information that they access from their home office.
- Employees should not assume any specified period of time for emergency work from home arrangements, and HPL may require employees to return to regular, in-office work at any time.

Employees who work at home are covered by Town of Henrietta's insurance policies and by Workers' Compensation Insurance. Because of this, HPL must inform its insurers of the employee's name and home addresses so this information can be added to the HPL insurance policies. In the event of a work-related injury, the injured staff member should follow the Town of Henrietta's staff injury procedures.



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Expectations for Employees

Employees approved to work at home must:

1. Adhere to all HPL's policies and procedures and any applicable laws and regulations, including legally required rest breaks and meals.
2. Ensure service to patrons and co-workers is not adversely affected.
3. Ensure their schedule does not create inequity in work distribution, limit time off for other members, or in any way adversely affect HPL's programs, services, and operations.
4. Maintain high standards of productivity and performance.
5. Take reasonable precautions necessary to secure HPL equipment.
6. Inform their home insurance agent of the work at home arrangement.
7. Accurately and promptly update timecards through the Paychex timecard database and maintain scheduled working hours.
 - a. <https://paychex.centraiservers.com/>
8. Fill out the daily work from home log with work activities.
9. Attend all virtual work meetings and keep schedules updated on HPL's TeamUp calendar.

Communication

Employees agree to be available for communication with HPL during approved work at home hours.

Agreed upon modes of communication are as follows:

- Discord for all-staff weekday meeting and other conversation between staff
- Zoom and Facebook live for video library events and business meetings
- TeamUp Calendars for all work from home schedules
- Microsoft 365 for work email and group communications