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Bloomfield Public Library

Working Remotely Policy

Adopted by the Board of Trustees: *Adopted 9/15/25*

Purpose

Bloomfield Public Library recognizes that, while not all positions are suited to remote work, in certain situations it may be beneficial for both the Library and employees. Remote work is defined as performing job duties at home or another approved off-site location for all or part of an employee's scheduled work hours.

The purpose of this policy is to:

- Clarify eligibility for remote work arrangements
- Define the responsibilities of staff, the Library Director, and the Library
- Ensure that remote work supports an inclusive and productive work environment
- Provide flexibility during planned or unplanned circumstances, including library closures

Requests for remote work as a reasonable accommodation for a disability will be handled under the Library's Individuals with Disabilities policy (or applicable state law).

Eligibility

- Only positions with duties that can be effectively performed off-site are eligible.
- Employees must demonstrate reliability, self-motivation, and strong organizational skills.
- All remote work arrangements require prior approval from the Library Director.
- Remote hours must align with the employee's regular schedule unless otherwise approved.
- Employees must remain available to the Library via phone, email, or other communication methods during work hours.
- Staff working remotely must meet the same standards of performance and accountability as when working on Library premises.

- The Library Director may work remotely at their discretion, with notification to the Board President.

Emergency Closings

In the event of an emergency closure, the Director may develop interim work or telecommuting schedules and may temporarily reassign duties as needed to support library operations. The Library will make reasonable efforts to maintain useful work schedules and continued employment during closures.

Request and Approval Process

Employees seeking a remote work arrangement must submit a written request to the Library Director that includes:

- Proposed schedule and duration
- Reason for the request
- Impact on the employee's ability to fulfill job responsibilities

The Director will consider requests based on operational needs, position eligibility, and employee performance. Remote work may not be feasible for certain positions, during peak workload periods, or based on other organizational demands.

Equipment and Supplies

- Employees are responsible for furnishing and maintaining their home workspace, including equipment such as computers, printers, and internet access, unless otherwise required by law.
- The Library will provide standard office supplies for library business conducted remotely.
- Employees must follow all patron privacy and confidentiality requirements. Library or patron information may not be downloaded or stored on personal devices unless specifically authorized.
- The Library is not responsible for maintenance, repair, or replacement of personal equipment used for remote work, unless required by law.

Work Hours and Reporting

- Both exempt and non-exempt employees must accurately record all hours worked.
- Overtime requires prior written approval from the Director or supervisor.
- Failure to comply with timekeeping requirements may result in disciplinary action and termination of the remote work arrangement.

Information Security

Employees working remotely must safeguard Library and patron information in accordance with established policies. This includes secure password practices, limited printing, and confidential handling of all work-related materials.

Workplace Safety and Injuries

Employees must maintain a safe remote work environment. Injuries occurring while performing job duties remotely may be covered by workers' compensation and must be reported immediately in accordance with Library procedures.

Compliance with Other Policies

All Library policies apply equally to employees working remotely, including but not limited to:

- Non-Discrimination/Anti-Harassment
- Electronic Resources and Internet Use
- Social Media
- Alcohol & Drug-Free Workplace
- Confidentiality

Violations may result in disciplinary action, including termination of the remote work arrangement.

Tax Implications

Employees are responsible for addressing any personal tax implications related to remote work, including multi-state work arrangements. The Library makes no representations and encourages employees to consult a tax professional.

Duration and Revocation

All remote work arrangements are temporary and may be modified or revoked at the Library Director's discretion. Whenever possible, reasonable advance notice will be given.

Upon conclusion of a remote work arrangement or employment, employees must return all Library-owned property in good condition, accounting for normal wear and tear.