

**REMOTE WORK POLICY
(FORMERLY TELECOMMUTE POLICY)
ADOPTED 6/10/2020, REVISED 8/13/2025**



PURPOSE

This policy outlines the Jefferson County Library District's approach to remote work as a flexible option that supports service excellence, equity, and operational needs. Remote work eligibility is determined using objective criteria to ensure fair and consistent decision-making across departments.

ELIGIBILITY

To be eligible for remote work, an employee must complete a Remote Work Eligibility Checklist and demonstrate the following:

- The role does not require daily in-person public service or exclusive use of onsite materials.
- The employee has demonstrated reliability, independent time management, and effective communication.
- Work can be performed using digital tools and secure platforms.
- The employee has access to a suitable remote environment (e.g., internet, workspace, privacy).
- The proposed remote schedule aligns with operational needs and scheduling guidelines.
- Partial remote shifts (e.g., onsite for opening or closing and remote for the remainder) may be considered if they meet operational and scheduling requirements.

APPROVAL PROCESS

1. Employees complete the Remote Work Eligibility Checklist to initiate a remote work proposal. Supervisor approval is not required to complete the checklist.

2. Supervisors evaluate the proposal using library policy and operational criteria and must provide written justification for approval or denial, referencing:

- Applicable policy or guideline
- Impact on operational needs or coverage
- Specific eligibility criteria met or not met

3. Supervisors forward the document to the Library Director. Final authorization is provided by the Library Director.

TYPES OF REMOTE WORK

- Ongoing: Regular remote schedule (e.g., 1-2 days/week)
- Limited/Temporary: Project work, weather, illness, or emergencies
- Partial-Day Remote: Hybrid shifts where only non-operational portions are remote

EXPECTATIONS

- Job responsibilities, performance standards, and hours remain unchanged.
- Clear work plans and deliverables must be in place.
- Employees must be available and responsive during scheduled work hours.
- Participation in virtual meetings and team collaboration is required.
- Regular status updates and adherence to deadlines are expected.

TECHNOLOGY & SECURITY

- JCLD may provide essential equipment if feasible.
- Employees must follow IT and data security protocols.
- Remote environments must be safe and ergonomically appropriate.

COMPENSATION & LEAVE

- Pay, benefits, and leave policies apply as usual.
- Hourly staff must accurately track time; overtime requires pre-approval.
- Salaried staff must document time worked remotely.

LIMITATIONS

- Remote work is not a substitute for dependent care.
- Personal business or non-library work during scheduled hours is prohibited.
- Remote arrangements may be revoked if expectations are not met.

APPENDIX A: TELECOMMUTING SCHEDULE

Insert the days and times you will telecommute. Indicate whether the shift is all day, partial day, or variable.

Telecommuting Schedule	All Day	Partial Day	Variable

Signatures:

Library Director: _____ Date: : _____

Telecommuter: _____ Date: _____

Supervisor: : _____ Date: : _____

Please return completed form to Administrative Services Manager.

APPENDIX B: REMOTE WORK ELIGIBILITY CHECKLIST

Employee Name: _____

Position Title: _____

Department/Manager: _____

Date of Review: _____

Job Role and Function: _____

Check all that apply:

☐ My role does not require me to be physically present during any portion of my shift when I am responsible for opening or closing the building, handling cash, staffing public service desks, or performing facility-based tasks.

☐ If my shift includes these tasks, I understand that those portions are ineligible for remote work, and the rest may be considered if aligned with operational needs.

Technology and Access

☐ I have reliable internet access.

☐ I can access required software and platforms.

☐ I can follow IT security protocols from home.

☐ I have a quiet, suitable work environment.

Scheduling and Availability

☐ My proposed remote workschedule ensures that I am onsite during any portion of my shift when I am responsible for opening or closing the building, handling cash, or performing other facility-based tasks.

☐ For the remainder of my shift, my remote work proposal aligns with operational needs and scheduling guidelines.

☐ I am reachable during work hours and able to attend virtual meetings.

Performance and Communication

☐ I have met expectations in performance reviews.

☐ I maintain timely, clear communication with my team.

☐ I can provide regular updates and meet productivity goals.

Supervisor Acknowledgment

I confirm that the proposed remote schedule has been evaluated in accordance with the library's Remote Work Policy and scheduling guidelines. My decision is documented below, referencing policy and operational considerations.

Supervisor Comments (Required):

Example: The employee's shift includes opening the library, so the first hour must be worked onsite. The remainder of the shift involves digital content creation and maybe performed remotely, consistent with policy and operational needs.

(Supervisor): _____

Date: _____

(Library Director): _____

Date: _____

Please return completed form to Administrative Services Manager.