



# Volume IX – Human Resources

## Personnel

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**Violation of any of the stated policies or guidelines may result in disciplinary action up to and including termination.**

## **JDL POLICY IX.1: Policy Prohibiting Discrimination, Harassment and Retaliation**

The Jackson District Library (JDL) is committed to maintaining a work environment free of discrimination, harassment and retaliation. In keeping with this commitment, JDL will not tolerate harassment of employees or officials by anyone, including any supervisor, co-worker, elected or appointed official or any third-party. All employees and officials are expected to avoid any behavior or conduct which could reasonably be interpreted as harassment. All employees and officials are expected to make it known promptly, through the avenues identified below, when they experience or witness offensive or unwelcome conduct.

All employees and officials must comply with this policy. Violations will not be tolerated. Even where conduct is not sufficiently severe or pervasive to constitute an actionable legal violation, JDL discourages such conduct in the workplace.

### **Discrimination**

JDL prohibits discrimination, harassment and retaliation on the basis of race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. A violation of this policy, however, does not necessarily rise to the level of a violation of the law.

This policy applies to all employment-related decisions, actions, conduct and terms and conditions of employment, such as, but not limited to, hiring, training, promotion, wages, hours, assignments, benefits and termination of employment. Employment decisions at JDL will be based on considerations such as, but not limited to, the following: skills, experience, qualifications and merit, to the extent that any of those considerations would apply to the specific circumstances and position involved.

### **Harassment**

Harassment is a form of discrimination and is prohibited. JDL seeks to provide a work environment in which all individuals are treated with respect and dignity and which is free from sexual harassment as well as other types of harassment described in this policy.

All employees and officials are responsible for conducting themselves in accordance with this policy. JDL will not condone harassment, whether engaged in by employees, supervisors, management, officials or by those who do business with JDL, such as, but not limited to, vendors, contractors, patrons, visitors and other third parties. Violation of this policy shall be considered grounds for disciplinary action, up to and including termination of employees and reporting officials to appropriate authorities.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, color, race, religion, national origin, age, physical or mental disability or other protected group status. JDL will not tolerate harassing conduct that affects tangible job benefits, that interferes

unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The conduct forbidden by this policy specifically includes, but is not limited to:

- A. Slurs, negative stereotyping, demeaning or degrading comments, nicknames or intimidating acts that are based on a person's protected status.
- B. Written or graphic material that is circulated, available on the Library's computer system or technology resources, or posted or distributed in the workplace that shows hostility toward a person or persons because of their protected status.

Sexual harassment is conduct based on sex, regardless of sex or gender. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature become sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment.
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such person.
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

This policy forbids harassment based on sex, regardless of whether it rises to the level of a legal violation. JDL considers the following conduct to represent some of the types of acts that violate this policy:

- A. Either explicitly or implicitly conditioning or providing preferential treatment in any term of employment (such as continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- B. Physical contact, such as patting, pinching or brushing against any part of another's body or physical assaults of a sexual nature;
- C. Sexual propositions, sexual innuendo, suggestive comments;
- D. Continuing to ask an employee to socialize on or off-duty when the employee has indicated that she or he is not interested;
- E. Displaying or transmitting demeaning, obscene or sexually suggestive pictures, objects, cartoons, or posters anywhere in the Library workplace;
- F. Sexually oriented kidding, teasing, practical jokes, or threats;
- G. Referring to or calling a person a sexualized name;
- H. Telling sexual jokes or using sexually vulgar or explicit language;

- I. Making derogatory or provoking remarks about or relating to an employee's sex or sexual orientation;
- J. Harassing acts or behavior directed against a person on the basis of an employee's sex or sexual orientation; or
- K. Off-duty conduct that falls within the above definition and affects the work environment.

Everyone is required to avoid behavior or conduct that could reasonably be interpreted as prohibited harassment under this policy. Employees and officials are encouraged to inform others in the workplace where their behavior is unwelcome, offensive, inappropriate, or in poor taste. Employees and officials are expected to come forward promptly and report any violations pursuant to this policy before the alleged offending behavior becomes severe or pervasive.

### **Retaliation**

JDL will not retaliate or allow retaliation against an individual who has made a report of a violation of this policy or for cooperating in an investigation. This, of course, means that employees and officials also must not retaliate against any individual who has made a report of a violation of this policy or who has cooperated in an investigation. Retaliation by anyone against anyone else for reporting violations of this policy or cooperating in an investigation is strictly prohibited. Anyone who is found by JDL to have engaged in retaliation may be subject to discipline, up to and including termination of employment, or reporting conduct of officials to appropriate authorities.

Whistleblower protections and remedies are also available under Michigan law through the Whistleblowers' Protection Act, being P.A. 469 of 1980.

(Approved 9/27/2018)

### **JDL POLICY XI.2: Equal Employment Opportunity**

Equal Employment Opportunity is a fundamental principle at the Jackson District Library (JDL), where employment opportunities are based on job qualifications without regard to race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law. JDL will make reasonable accommodations for employees and job applicants with disabilities.

JDL's commitment to equal opportunity is applied to all personnel policies and practices, including but not limited to, recruitment and hiring, training, promotion, transfer, compensation, benefits, discipline, termination as well as social and recreational activities. JDL complies with all applicable federal, state and local employment laws and regulations.

JDL is an equal opportunity employer and complies with all applicable federal, state and local employment laws and regulations. JDL employs qualified individuals without regard

to race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law.

(Approved 7/23/2015)

### **JDL POLICY XI.3: Americans with Disabilities Act**

The ADA provides a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities in areas of employment, public services, public accommodations and services operated by private firms. It also requires employers to make a "reasonable accommodation" where appropriate. Employers with fifteen or more employees must make a reasonable accommodation for disabled employees. Regulations are constantly being updated.

The ADA prohibits discrimination in all employment practices, including hiring, compensation, training, advancement and termination. The Act also applies to recruiting, advertising, leaves of absence and fringe benefits.

The ADA protects any "individual with a disability". This is defined to mean a person who has a physical or mental impairment that substantially limits one or more major life activities. Major life activities include such functions as caring for oneself, walking, seeing, hearing, speaking, working and reproduction. The ADA also includes all persons discriminated against because they have a known association or relationship with a disabled individual.

Impairment includes any physiological disorder or condition, cosmetic disfigurement, anatomical loss affecting one or more of the major body systems or mitigating measures are used by persons to eliminate or reduce the effects of impairment. Mitigating measures may include medication and assistive devices such as hearing aids, glasses, walkers or canes.

The ADA prohibits discrimination against any qualified individual with a disability. "Qualified" means a person with a disability who meets legitimate skill, experience, education or other requirements of an employment position that she holds or seeks and who can perform the essential functions of the position with or without reasonable accommodation.

"Reasonable accommodation" is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to perform the essential job function. Reasonable accommodations include such things as:

- A. Making existing facilities readily accessible.
- B. Acquiring or modifying interpreters.
- C. Providing readers or interpreters.

- D. Restructuring the job.
- E. Modification of work schedules.
- F. Reassignment to vacant positions.
- G. Acquisition or modification of equipment or devices.
- H. Adjustment or modification of examinations, training materials or policies.

A reasonable accommodation cannot cause "undue hardship" for the employer.

"Undue hardship" is defined as an action requiring significant difficulty or expense when considered in light of such factors as the nature and cost of the accommodation in relation to the size, resources, nature and structure of the employer's operation. The library must provide a reasonable accommodation to a job applicant to facilitate the application process.

If an employee requests an accommodation and a reasonable accommodation is not obvious, the Library Director may ask the employee for a written evaluation/report from a physician/qualified clinician. The evaluation/report must be current, comprehensive and include a specific diagnosis. The evaluation/report must conform to well-established practices in specific areas/fields. An accommodation must relate to the employee's specific job related functional limitations within the work place setting.

The Library Director will determine if an accommodation can be made without undue hardship on the library. Evaluating a proposed accommodation requires balancing an employee's reasonable needs (vs. an employee's wish or personal preference) with the library's business needs or performance of essential job functions at the library.

If the Library Director's decision does not satisfy you, you may appeal to the board. Such an appeal must be in writing and must be filed within seven working days following the receipt of the Library Director's decision. The appeal must include the statement of the problem, the reply by the person(s) involved, the action taken at the conclusion of each prior step and a statement of each action signed by the appropriate person.

In the case of the Library Director having an issue, this should be discussed with the board president. If the board president is part of the Library Director's problem, the issue/grievance should be submitted in writing for the board and be delivered to the vice president, who will notify the board president of the issue/grievance. The vice president will present the issue, during closed session, to the full board at the next or a special board meeting.

Each problem should be initiated, heard and resolved within as short a period of time as possible according to the nature or severity of the problem and the availability of the essential personnel. Most complaints for problems should be settled within thirty working days after initiation. The board's decision shall be the final adjudication of the problem.

If the matter involved discipline by either suspension or termination and you are reinstated by the Board's decision, all benefits, pay and status lost due to suspension or termination will also be reinstated to your credit.

(Approved 9/27/2018)

#### **JDL POLICY XI.4: Acceptance of Gifts**

No employee may solicit or accept gifts of significant value (in excess of \$50.00) from vendors or patrons. Employees must be sure to keep meals and gifts from possible vendors less than \$50.00. Any questions regarding this policy should be addressed to the Director's office.

(Approved 9/27/2018)

#### **JDL POLICY XI.5: Confidential Nature of Work**

All JDL records and information relating to JDL or its patrons are confidential and employees must, therefore, treat all matters accordingly. No JDL or JDL-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from JDL's premises without permission from JDL. Additionally, the contents of JDL's records or information otherwise obtained in regard to business may not be disclosed to anyone. Employees must not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside the Library. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature. Certain documents and information may be requested through the Freedom of Information Act or the Patriot Act; however these requests will be researched and delivered through the Human Resources Department or the Director only. JDL adheres to The Library Privacy Act 455 of 1982.

(Approved 9/27/2018)

#### **JDL POLICY XI.6: Social Media**

The Jackson District Library supports the use of social media in order that staff members develop a level of comfort with the use of the medium. Social media includes personal and professional websites, blogs, chat rooms and bulletin boards; social media networks, video-sharing sites; and email.

Employees should have no expectation of privacy when using a JDL computer. Only professional, prudent and respectful references to JDL, to JDL patrons, to employees, to the community, and to the library profession should be made when using social media. Employees must abide by any applicable terms of service agreements applicable to the social media site(s) being used, as well as to state and national copyright guidelines. Employees may use JDL systems, subject to JDL's Computer, Electronic Communications and Voice Mail Policy, on their own time to a reasonable extent to pursue non-profit

personal interests. Publishing confidential or proprietary JDL information is strictly prohibited.

(Approved 7/23/2011)

#### **JDL POLICY X.17: Volunteer Policy/Student Volunteer**

It is the policy of Jackson District Library, to promote an environment in which members of the public who receive our services can expect to do so in safety and in an atmosphere of trust and respect.

The JDL volunteer program is based on need. Volunteer applications will be distributed to the JDL Branches indicated on application. If a need exists for volunteer services the manager will contact the volunteer applicant.

All volunteers are required to complete a Volunteer Application that includes an authorization for HR to complete a criminal background check. Two forms of ID from applicant may be required.

The JDL volunteer program is based on need. Volunteer applications will be distributed to the JDL Branches indicated on application. If a need exists for volunteer services and a background check is satisfactory, the manager will contact the volunteer applicant. Each volunteer job will be clearly defined as to the qualifications, responsibilities and limitations of each position. The manager of the volunteer position will screen the applications received, and set up interviews within the guidelines of the volunteer process.

JDL may terminate or discontinue the services of a volunteer at any time.

All volunteers are subject to the personnel policies of JDL including but not limited to the Non-Discrimination and Anti-Harassment Policy, Sexual Harassment Policy, and Confidential Nature of Work Policy.

Most high schools now have a Community Service Requirement as a component for graduation eligibility. Jackson District Library will provide Student Volunteer opportunities to the extent practicable. Student Volunteers must be fourteen years of age or older.

(Approved 9/27/2018)

#### **JDL POLICY XI.8: Social Security Number Privacy**

In compliance with the Michigan Social Security Number Privacy Act, P.A. 454 of 2004 (the "Act"), Jackson District Library will ensure, to the extent practicable, the confidentiality of Social Security Numbers it possesses, uses, or disposes of. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an individual's Social Security Number.

Jackson District Library will not:

- Publicly display more than 4 sequential numbers of an individual's complete Social Security Number;
- Use the SSN as the primary account number for any individual;

- Visibly print the SSN on any identification badge or card, membership card, or permit or license;
- Require an individual to use or transmit the SSN over the internet or computer system unless the connection is secure or the transmission is encrypted;
- Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access;
- Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging;
- Include the SSN in or on any document or information mailed to an individual, except in accordance with the Act or other applicable laws, rules, or regulations; or
- Unlawfully disclose Social Security Numbers in violation of the Act or other applicable laws, rules, and regulations.

Only personnel authorized by the Library Director or the Human Resources Department will have access to documents that contain Social Security Numbers. Documents containing Social Security Numbers will be disposed of in an appropriate manner that protects their confidentiality, such as shredding, when no longer needed and in accordance with the requirements of state and federal law. Penalties for violating this Policy may include discipline up to and including dismissal, and violations of the Act are punishable to the extent of the law (P.A. 454 of 2004).

(Approved 7/23/2015)

#### **JDL POLICY XI.9: Whistleblower**

Jackson District Library adheres to the rules, rights, and responsibilities of employees and employers as defined in the Whistleblowers' Protection Act PA 469 (as amended). JDL has a responsibility for the stewardship of its resources and, to that end, works to ensure all laws, policies, and procedures are adhered to so as to promote a culture of ethical accountability.

A "whistleblower" as defined by this policy is a library employee who reports an activity that he/she considers to be illegal, dishonest, or in violation of Library policy (i.e., misconduct). If an employee has knowledge, concern, or suspicion of misconduct of any kind, they shall inform, through written memorandum or email: (a) their immediate supervisor, (b) Human Resources Department, or (c) the Library Director/Assistant Director. Any individual represented by these functions may serve as a complaint investigator.

JDL has an obligation to investigate and report allegations of suspected improper activities and the actions taken by JDL to correct misconduct. Once received, the complaint investigator shall confer with at least one other individual from the above list

to ensure a thorough, appropriate, and timely investigation is conducted. If a complaint investigator has a conflict of interest, an alternate shall be appointed.

While efforts to maintain confidentiality of the whistleblower will be taken, this shall be secondary to the objective of conducting a thorough investigation. In all cases, JDL, its representatives, and its officers shall not retaliate or discriminate against a whistleblower. This includes, but is not limited to, threats of physical harm, harassment of any kind, and protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or unfavorable work assignments. A whistleblower who suspects they have become a victim of retaliation or discrimination shall document the allegation in a letter to the President of the Jackson District Library Board of Trustees within (7) seven days of alleged retaliation or discrimination. The rights of a whistleblower for protection against retaliation or discrimination does not include immunity for any personal wrongdoing that is discovered through the investigation process.

(Approved 9/27/2018)

#### **JDL POLICY XI.10: Alcohol and Drug Free Workplace**

It is the policy of JDL to maintain a work environment free of alcohol and illegal drugs. The use of such substances, including the abuse of prescription drugs is inconsistent with the behavior expected of employees, and subjects other employees, patrons, and persons who visit or do business with JDL to unacceptable safety risks and undermines the ability to operate effectively and efficiently. In this regard, the unlawful manufacture, distribution, dispensation, possession, sale or use of alcohol or illegal drugs, including the abuse of prescription drugs, is strictly prohibited in the workplace. Reporting for work while under the influence of such substances is also unacceptable.

As part of this policy, employees are also required to inform their supervisor of any use or non-use of a prescription drugs that would affect their performance or judgment in any way that could result in acceptable safety risks to themselves or others or otherwise undermine JDL's ability to operate effectively and efficiently. In addition, employees who have been convicted of controlled substance related violations (including pleas of no contest) must inform the Library within five (5) days of such conviction or plea.

To ensure an alcohol and drug-free environment, JDL reserves the right to require an employee, as a condition of employment, or continued employment, to undergo testing for drug or alcohol impairment, based upon a reasonable suspicion, if in the discretion of JDL the employee is impaired.

(Approved 9/27/2018)

#### **JDL POLICY XI.11: Computer, Internet and Communications**

JDL's computer, Internet, electronic communications, and voice mail systems (collectively referred to as "the Library's systems") are provided for employees to conduct Library business. Communications sent and received through the Library's systems are Library records and are the property of JDL. Excessive personal or inappropriate use of the Library's systems is strictly prohibited. Employees who misuse the Library's systems, or

knowingly allow others to do so, are subject to discipline (up to and including termination) and possible legal action.

Library employees may use the Library's systems on their own time to a reasonable extent to pursue nonprofit personal interests, as long as that use does not violate any policy or interfere with Library business.

The Library's systems must not be used to create offensive or disruptive communications. Among those communications considered offensive are communications containing sexual implications, racial slurs, gender-specific comments, or any communication that offensively addresses someone else's age, sexual orientation, religious or political beliefs, race, national origin, or disability.

JDL reserves the right to disclose employee email, voicemail messages, or Internet records to law enforcement, government officials or to other third-parties, without notification to or permission from the employee(s) receiving the messages. The Library's systems must not be used to send (upload) or receive (download) protected copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

### **Monitoring Access**

JDL employees have no expectation of privacy when in connection with the use of the Library's systems. JDL reserves and intends to exercise periodically the right to access, monitor and disclose use of the Library's systems and contents of communications sent or received over the Library's systems to determine whether there have been breaches of security, violations of JDL policy or other system misuse. Notwithstanding JDL's right to retrieve and read communications sent or received over its systems, such messages should be treated as confidential by other employees and accessed only by intended recipients or when authorized by the Director or designee.

(Approved 9/27/2018)

## **JDL POLICY XI.12: Safety and Health**

### **SAFETY**

JDL takes safety very seriously. JDL makes every effort to provide a safe environment in which to work in accordance with the Occupational Safety and Health Act of 1970. Staff is expected to take an active part in maintaining this environment by observing all safety rules, and to keep the work place neat and clean. Report all injuries (no matter how minor) to department head immediately, as well as anything that needs repair or is a safety hazard.

### **WORKPLACE VIOLENCE**

It is JDL's policy to promote a safe environment for its employees and patrons. JDL is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Staff cooperation is needed to implement this policy effectively in order to maintain a safe working environment. Violent, threatening, harassing, intimidating, or other disruptive behavior should not be ignored. If such behavior is observed or experienced by anyone on library property, you should report it immediately to a supervisor. If a supervisor is not available please report this to the Library Director.

### **BLOODBORNE PATHOGENS POLICY**

While normal library operations are not likely to involve circumstances exposing employees or patrons to blood borne pathogens, JDL complies with the Michigan Occupational Safety and Health Administration (MIOSHA) regulations and therefore the Federal Occupational Safety and Health Administration (OSHA) regulations relating to occupational exposures to blood borne pathogens, which have been incorporated by administrative actions.

#### **Exposure Determination:**

No particular job classification of the library has occupational exposure (meaning "reasonably anticipated . . . contact with blood or other potentially infectious materials that may result from the performance or an employee's duties"); however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which JDL employees in all classifications may be called upon to respond with assistance. Or emergencies with "out of control" individuals (e.g. biting, spitting, etc.) could present an individual threat.

#### **Universal Precautions:**

All potential circumstances of exposure must be taken into account by JDL and its employees to protect against exposures. Hepatitis B (HBV), human immunodeficiency virus (HIV), and other blood borne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, JDL's approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens. Work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.

#### **Exposure Control Plan:**

Any time within the JDL environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves, gowns, masks, etc. shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.). If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective

until complete cleanup and disposal is accomplished. Hand-washing facilities are provided by the library and must be used by the employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the OSHA regulations.

#### **Training and Immunizations:**

JDL shall provide directly or through system, state, or associational programs, annual in-service training/educational programs for affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

(Approved 9/27/2018)

#### **JDL POLICY IX.13 Infectious Disease Control**

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms of the infectious disease outbreak. The Centers for Disease Control and Prevention recommends that people with an infectious disease remain at home until at least 24 hours after they are free of fever or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health recommendations.

In the event that a staff member (or family member being cared for) become infected due to an outbreak, JDL will adopt a relaxed time off without pay procedure.

- Documentation of infectious disease required
- Duration of relaxed leave policy determined by JDL Director
- Employee may take paid time off they have accumulated
- Employee can choose to save any paid time off accumulated

(Approved 4/30/2020)

#### **JDL POLICY IX.14 Work from Home**

Working from home (WFH) allows employees to work at home, on the road or in a satellite location for all or part of their workweek. JDL considers WFH to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. WFH may be appropriate for some employees and jobs but not for others. WFH is not an entitlement, it is not an organization-wide benefit, and it in no way changes the terms and conditions of employment with JDL.

#### **Procedures**

WFH can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as

described below. Either an employee or a supervisor can suggest WFH as a possible work arrangement.

Any WFH arrangement made will be on an as-needed basis and may be discontinued at will and/or at any time at the request of either the staff member or the organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a WFH arrangement. There may be instances, however, when no notice is possible.

### **Eligibility**

Before entering into any WFH agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a WFH arrangement. See Eligible Responsibilities below for guidelines.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for WFH.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Evaluation of WFH employee performance will include regular interaction by phone and e-mail between the employee and the manager, and regular face-to-face meetings to discuss work progress and problems. Evaluation of WFH employee performance beyond will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the WFH employee and supervisor will be agreed to as part of the discussion process and will be consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

## **Equipment**

On a case-by-case basis, JDL will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, phone and data lines and other office equipment) for each WFH arrangement. The HR and IT departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. JDL accepts no responsibility for damage or repairs to employee-owned equipment. JDL reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The WFH employee must sign an inventory of all JDL property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Employees supplying their own equipment may be given a stipend as determined by the HR and Finance departments based on the nature and quantity of work and the equipment required.

JDL will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. JDL will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

## **Security**

Consistent with the organization's expectations of information security for employees working at the office, WFH employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

## **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. JDL will provide each WFH employee with a safety checklist. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. WFH employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

WFH is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business

demands. Prospective WFH employees are encouraged to discuss expectations of WFH with family members prior to entering a trial period.

### **Time Worked**

WFH employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using JDL's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in consequences which could include the immediate termination of the WFH agreement.

### **Ad Hoc Arrangements**

Temporary WFH arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal WFH arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

### **Eligible Responsibilities**

Job responsibilities that may be considered appropriate for a WFH arrangement include but are not limited to:

- Virtual Library Programming planning, design and or delivery.
- Virtual trainings, webinars, conferences and seminars.
- Card registrations, including student cards.
- Review of web page links.
- Research and compilation of reference and resource lists
- Design and assembly of make and take craft kits.
- Planning, design and creation of tutorials and promotional videos.
- Updates to JDL Policy and Procedure documents.
- Patron communication.
- Marketing initiatives and social media.
- Materials selection and updates to collection lists.
- Ordering and Invoicing.
- Placing patron holds.
- Create reading lists.

(Approved 9/24/2020)