

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 318

Page 2 of 9

TELECOMMUTING POLICY

03/07

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 318

Page 3 of 9

TELECOMMUTING POLICY

03/07

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 318

Page 5 of 9

TELECOMMUTING POLICY

03/07

- a. Specific description of the duties to be performed;
 - b. Established workdays and work hours;
 - c. Explanation as to how supervision will be provided; and
 - d. Explanation as to how work products and outputs will be reviewed monitored and measured.
- E. The Human Resources Department must be notified in writing of any modification to or cancellation of any Telecommuting Agreement.
- F. Individuals should check with their tax accountant to determine if they are eligible for tax credits related to a home office.

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 318

Page 7 of 9

TELECOMMUTING POLICY

03/07

Equipment: Supervisor and Employee must agree upon the equipment to be used in telecommuting. The Employer is not required to provide equipment for the telecommuting location; however, with the approval of Supervisor, the Employee may be provided with Employer-owned equipment necessary to perform work assignments.

Employer-owned Equipment: (List all Employer-owned equipment including telecommunication services.)

Maintenance of Equipment: Equipment provided by the Employer must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the Employer. Equipment provided by the Employee will be at no cost to the Employer, and will be maintained by the Employee.

Cost: The Employer will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities), associated with the use of the Employee's residence. The Employee is eligible for any reimbursement for authorized expenses

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 318

Page 8 of 9

TELECOMMUTING POLICY

03/07

Work Assignments: The Employee will meet regularly with Supervisor to receive assignments and to review completed work. The Employee will complete all assigned work according to procedures mutually agreed upon with Supervisor.

Evaluation: The evaluation of the Employee's job performance will be based on established standards. Performance must remain satisfactory to remain a participant in the program. Employees will not be allowed to telecommute while on probation and/or in progressive discipline.

Records: The Employee will apply safeguards, which are approved by the Employer to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the official work location.

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number: 318

Page 9 of 9

TELECOMMUTING POLICY

03/07

General Work Hours:

DAY	HOURS (start time and end time)	LOCATION O = Official Work Location T = Telecommuting Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Lunch		

Telecommuting Work Plan: (Include a description of duties to be performed; how work output will be reviewed, monitored and measured; and how supervision will be provided.) (Attach additional sheet if necessary.)

We agree on this date to abide by the terms and conditions of this agreement.

_____ Employee	_____ Date
_____ Supervisor	_____ Date
_____ Unit Manager	_____ Date
_____ Executive Director	_____ Date