

Schuylkill Valley Community Library  
Telework/ Work at Home Policy

Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the company. The Schuylkill Valley Community Library (SVCL) has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time. Employees are not required to telework. Employees have the right to refuse to telework if the option is made available.

**I. Compensation and Work Hours**

- A. The employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program.
- B. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the teleworking program.

**II. Eligibility**

- A. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor's ability to manage remote workers.
- B. Each position and candidate will be considered on a case by case basis.

**III. Equipment/Tools**

- A. The Schuylkill Valley Community Library may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, a hotspot, email, connectivity to host applications, and other applicable equipment as deemed necessary.
- B. The use of equipment, software, and supplies, when provided by the Schuylkill Valley Community Library for use at the remote work location, is limited to authorized persons and for purposes relating to company business. SVCL will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment.
- C. A loaner laptop may be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request.
- D. Employees are responsible for safeguarding and securing all property being used at home.
- E. Computer data files produced in the course of teleworking are the property of the SVCL.
- F. Computer data files should be organized and maintained in a manner that facilitates retrieval.
- G. Office supplies will not be reimbursed unless prior approval is obtained from the director.

**V. Taxes**

- A. It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. SVCL will not provide tax guidance nor assume any

additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

**VI. Communication**

- A. Employees must be available by phone and email during core hours, as agreed upon with the director. Participants shall also be available for staff meetings, and other meetings deemed necessary by management.
- B. The company will pay pre-approved work-related voice and data communication charges on a case by case basis.

**VII. Evaluation**

- A. The employee shall agree to participate in all studies, inquiries, reports and analyses relating to this program.
- B. The employee remains obligated to comply with all library rules, practices and instructions.
- C. Any violation of the SVCL computer policy while teleworking may be cause for disciplinary action.