

# S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Policy Title</b>	HR15 – Remote Work		
<b>Approval Date</b>	December 19, 2023	<b>Revision Date</b>	May 20, 2025
<b>Related</b>	HR03 Compensation Policy HR05 Leave Policy HR06 Employee Conduct Policy HR11 Workplace Safety Policy HR14 Rest Periods, Meal Periods, & Break Time for Nursing Employees Policy HR16 District Provided Equipment Policy HR18 Travel Policy		
<b>Purpose</b>	To set forth the District’s policies for remote work.		
<b>Scope</b>	All District employees.		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations, shall prevail. In all other cases, personnel policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

## **Policy:**

### **Definition**

Remote work is defined as a flexible work arrangement in which an employee, under a written remote work agreement, is scheduled to perform work at an authorized alternative workplace and is not expected to perform work at a District workplace on a regular and recurring basis.

### **Eligibility**

Remote work may be approved, for employees in eligible positions, and shall be documented in a remote work agreement.

Eligible positions will be determined by the Human Resources Director or designee and be based on the functional role of the position and District needs. Eligibility for remote work will be noted in the job description.

### **Authorization**

The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement. No employee is entitled to or guaranteed the opportunity to work remotely. Remote work arrangements will be reviewed periodically by the Human Resources Director.

### **Schedule and Job Duties**

A schedule will be identified in the remote work agreement, which will include the hours when the employee will be typically working, subject to the District needs, and reasonably expected to be reached by staff and/or customers.

An employee who is ill and unable to work on a remote workday must notify the District per appropriate procedure.

An employee's job duties will not change as a result of working remotely.

An employee may be called to work at a District facility, location or other worksite on their regular remote workday, based on District needs. This time is considered part of the employee's regular commute and will not be compensated as travel time and is not eligible for mileage reimbursement, per policies HR03 Compensation and HR18 Travel.

Only District work is to be performed during remote work hours.

### **Responsibilities**

The responsibilities of an employee who works remotely are the same as an employee working at a District facility. This includes, but is not limited to:

- Be actively working during scheduled hours.
- Using/requesting paid leave and leave without pay per established policies and procedures.
- Working in a safe manner.
- Following all District policies and procedures.
- Maintaining a safe and ergonomic working environment for any areas used during remote work.
- Reporting injuries per standard District policy and procedure. Employees may be covered by workers' compensation for any job-related injuries that occur during their remote work schedule. (WAC 296-27-10113(5))

The employee's supervisor will communicate with Human Resources if there are any concerns regarding the employee, which include, but are not limited to:

- Meeting all deadlines and work expectations.
- Accessible during work hours.
- Maintaining effective communication and workflow.
- Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations.

The employee will provide all furniture, equipment, and sufficient internet connectivity that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture, equipment, or internet connectivity. District-provided furniture and equipment remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.

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The District will make a good faith effort to implement this policy in a fair and consistent manner.

The Executive Director will establish administrative procedures necessary to implement this policy.