Reviewed and Approved: 07/21/2026

INDIAN RIVER AREA LIBRARY

Remote Work Policy

1. STATEMENT of PURPOSE

   It is the policy of the *Indian River Area Library* (IRAL) that employees may at times work from a location other than the Library. The Library wants to ensure that both employees and the Library benefit from these arrangements.

2. REGULATIONS

   A. Remote work is a voluntary or required work alternative that is appropriate for some employees and some jobs but not for all employees or all positions.

   B. Remote work is a temporary arrangement between employees and the Library Director.

   C. IRAL uses three types of remote work:
      a. When determined by ADA regulations to be reasonable accommodation;
         i. Remote work as reasonable accommodation is governed by Americans with Disabilities Act (ADA) and the State Laws of Michigan.
      b. During a system emergency;
         i. Remote work during an emergency is a temporary way to continue essential Library operations and sustain service.
         ii. IRAL may require employees to work remotely during an emergency.
         iii. To the greatest extent possible during an emergency, the Library will arrange remote work accommodations for employees including equipment like laptops, cameras, and software for remote work as necessary.
         iv. Employees are expected to immediately report technical issues and concerns that may prohibit remote work during an emergency to the Director.
         v. For the purposes of this policy, an "emergency" is determined by the Library Board and Library Director.

      c. As part of a routine remote work agreement.
         i. All routine remote work schedules and hours must be pre-approved by the Library Director.
         ii. The Library reserves the right to amend, terminate, or suspend any and all of the provisions of the remote work agreement at any time.

      d. To ensure that employee performance does not suffer in remote work arrangements, the Library advises remote employees to:
         i. Choose a quiet and distraction-free work space;

ii. Dedicate their full attention to their job duties during working hours;
iii. Adhere to break and attendance schedules;
iv. Maintain a professional work environment.

e. Remote employees must follow Library service and personnel policies including attendance, Library privacy, data protection, code of conduct, and the Library dress code policy when representing the Library at meetings that are virtual or otherwise.

f. The Library will compensate employees for remote work at the employee's normal rate of pay.