



On October 14, a series of emergency MIOSHA rules went into effect (https://www.michigan.gov/documents/leo/Final_MIOSHA_Rules_705164_7.pdf). These rules essentially are the same as the recently invalidated Executive Orders, which the library's policies and procedures already cover. One of these, Rule 5 item 8, states that "The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely."

To that end, Director Rucker proposed the following addition to the Employment Handbook to the Personnel Committee, who supported its inclusion into the agenda for the November board meeting. Rucker checked with BDL's insurance agent and was told that working from home would have "no impact" on our coverage.

13.6 • Working from Home

13.6.1 • Working from Home on an Occasional Basis

Due to the public service nature of a library requiring direct physical contact, most BDL employees are not typically eligible to work from home. BDL employees who carry out most of their work on a computer are allowed to work from home on occasion only if their job duties permit it, and with the approval of the Assistant Director.

13.6.2 • Working from Home on an Extended Basis

In the event of an emergency, public health crisis, or other event, the BDL may allow or require employees to work from home for extended periods of time to ensure operational continuity along with preserving the health and safety of staff and their families. The Assistant Director is authorized to assign employees to work from home for extended periods, including employees who might not usually be able to work from home.

Employees should not assume any specified period of time for emergency work from home arrangements, and the BDL may require employees to return to regular, in-office work at any time.

13.6.3 • Environmental and Equipment Requirements for Work at Home

Any employee authorized to work from home must have access to secure, reliable Internet service. Relying on free public Wi-Fi, for example, is not sufficient.

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

Equipment needs for each employee will be determined on a case-by-case basis by the Assistant Director. Equipment supplied by the library is to be used for business purposes only and will be returned in good condition upon the completion of the work-from-home assignment.

13.6.4 • Employee Expectations When Working From Home

When working from home, employees will:

1. Follow all BDL policies and procedures for recording time worked, and will observe required rest and meal breaks.
2. Follow the requirements of the Michigan Library Privacy Act and BDL policies pertaining to information security when working from home.
3. Continue to provide customer service to patrons and co-workers to the highest degree feasible.
4. Ensure their schedule working at home does not create inequity in work distribution, limit time off for other employees, or in any way adversely affect the library's programs, services, and operations.
5. Maintain high standards of productivity and performance, and provide regular work progress updates to their supervisor.
6. Take reasonable precautions necessary to secure library equipment.
7. Attend all virtual work meetings where possible.
8. Be available for communications within the library during approved work-at-home hours, using BDL email, BDL instant messaging, telephone calls, and video conferencing software.