

Remote Work Policy

Marina Stevens <mstevens@rlalibrary.org>

Mon 3/16/2020 1:36 PM

To: **Global** <Global@rlalibrary.org>

In extended emergency closing situations staff may be expected to work remotely. Full-Time staff are expected to check their emails daily Monday- Friday. Part-Time staff should check their emails with the same frequency they would have been to work (If you work 3 days a week please check your email once on each of those days). Beyond emails, staff should work remotely on whatever projects are feasible to be done remotely up to their scheduled hours. It is understood that not all staff will be able to work their full hours in a remote fashion but the Library trusts staff to do work to the best of their ability.

Marina Stevens MLIS

Assistant Director and Head of Adult Services

Round Lake Area Public Library District

906 Hart Road

Round Lake, IL 60073

Phone: (847)546-7060 ext. 113

Email: mstevens@rlalibrary.org

Fax: (847)546-7104

URL: <http://www.rlalibrary.org>