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SOUTH CAROLINA STATE LIBRARY TEMPORARY TELECOMMUTING POLICY

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Objective

In the event of an unforeseen event such as a weather disaster, pandemic, or other emergency circumstance the South Carolina State Library (SCSL) may allow or require employees to temporarily work from home to ensure business continuity.

Procedures

In the event of an emergency, SCSL may require certain employees to work remotely. The department manager will advise these employees of such requirements. Preparations should be made by employees and managers in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone and connectivity requirements. The Information Technology department must review equipment needs with employees so that they may provide support to employees in advance of emergency telework situations.

For voluntary telework arrangements, either the employee or department manager may initiate a temporary telecommuting agreement during emergency circumstances by contacting the Human Resources Department. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by the Human Resources Department and signed by the employee and his or her manager.

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



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SCSL will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary agency and customer information accessible from their home office.

Employees should not assume any specified period for emergency telework arrangements. The SCSL may require employees to return to regular, in-office work at any time.

Adopted by the S.C. State Library Board

Date: 9/24/2020