



L.E. Phillips Memorial  
**Public Library**

**Number:** 10  
**Category:** Human Resources

**Policy Title:** WORK FROM HOME

**Date adopted:**

**Date amended:** 04/19/18, 04/16/20

**Date last reviewed:** 04/16/20

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Professional & Confidential employees, as defined by the employee handbook, may be permitted to work from home only if their job duties permit it. Library employees who are obliged to come in direct physical contact with customers are not eligible to telecommute. Employees who carry out most of their work on a computer may be permitted to situationally work off-site with supervisor approval. Employees who work from home must secure their own reliable internet connection. No licensed library applications or software will be installed on personal computers/devices.

