

Telework Policy

Telework (telecommuting) allows an employee to use technology to work from home or an alternate worksite. The Ephrata Public Library recognizes telework as an option that can meet a variety of interests, including:

- Enhancing employee satisfaction and productivity
- Reducing commute trips
- Allowing employees to work during inclement weather or suspended operations
- Accommodating facility workspace constraints.

Telework arrangements do not change salary, benefits, job responsibilities, leave policies or other terms of employment.

It is the policy of the Ephrata Public Library to allow managers and program team members to telework when the Executive Director or Assistant Director determines that teleworking will allow work to be performed efficiently and productively.