



VESTAL PUBLIC LIBRARY

TEMPORARY OFF-SITE WORK STATUS POLICY (TOSWS)

Vestal Public Library permits approved eligible employees to work offsite (**TOSWS**) on a temporary and case-by-case basis.

TOSWS - ELIGIBILITY

To be eligible for **TOSWS**, the VPL employee must be one who , while working off-site, can perform their essential job functions, daily tasks, and provide consistent and reliable communications and updates with staff, colleagues, and the Library Director.

TOSWS - APPLICATION PROCESS

- Employees seeking **TOSWS**, must provide a justification letter/email describing how they will meet their essential job functions, daily tasks, and the mode/frequency of communication and updates with VPL staff, and the Library Director.
- A fixed time frame / date range will be agreed upon by both the Library Director and Employee.
- If approved, the TOSWS Form will be signed by both parties (Employee and Director). The justification letter will be attached to the form and then both documents will be retained in the employee’s file.

****TOSWS** status may be extended at the request of the employee and at discretion of the Library Director. However, a new date range must be set and the updated agreement must be signed by both employee and Library Director.

TOSWS Date(s): _____

Employee Signature/Date: _____

Library Director Signature/Date: _____