

**Marion Public Library  
Supplemental Personnel Policies  
Supplementing SECTION 3, Part 3.1 of City of Marion Personnel Policy**

Working from Home

It is occasionally necessary for employees, particularly Coordinators, to work from home during their regularly scheduled work shifts.

Library Coordinators are allowed to do this with appropriate advance notification to other supervisory staff and with good reason, provided this time does not impact service desk shift schedules. The Coordinator working from home is expected to be on-call to return to the library if needed.

Library Coordinators are allowed to work from home during unscheduled times on an as-needed basis and will accrue compensatory time for this time.

Other staff may only work from home with prior approval from or as assigned by a Coordinator.

Approved 9/09/2013

Reviewed 3/10/14