



Board of Trustees: Personnel Committee
Meeting of Friday, July 8, 2022 • 12:00 P.M.
San Diego Law Library
AGENDA

*****VIA ZOOM ONLINE MEETING*****

(alternatively by telephone)

- 1) Call to Order**
- 2) Hybrid Work Policy**
- 3) Adjournment**

*****THIS MEETING WILL BE CONDUCTED REMOTELY. FOR MORE INFORMATION.
SEE THE NOTICE AT THE END OF THE AGENDA SUMMARY (NEXT PAGE).*****



Board of Trustees: Personnel Committee
Meeting of Friday, July 8, 2022 • 12:00 P.M.
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NO.	ITEM	SUMMARY	RECOMMEND
1.	Call to Order		Action.
2.	Hybrid Policy	Discussion of the proposed hybrid work policy.	Discussion
3.	Adjournment		Action

IMPORTANT NOTICE:

THIS MEETING WILL BE HELD IN AN ONLINE ENVIRONMENT USING THE ZOOM APPLICATION.

Topic: SDLL Board of Trustees Meeting

Time: July 8, 2022 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84849853636>

Meeting ID: 848 4985 3636

One tap mobile

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+16699006833,,88607835986# US (San Jose)

For more information on attending this meeting remotely and/or speaking on an issue of concern to you, please email Zion Solomon at zsolomon@sdlawlibrary.org

For Discussion – Board of Trustees Personnel Committee

Hybrid Work Policy

As the San Diego Law Library continues the process of establishing safe and productive working parameters for our staff, the following guidelines have been established to enable a hybrid work environment. The primary goal of this policy is to allow staff to have flexibility in choosing where and when their work is performed to the extent allowed by the demands of their role.

There is no expectation that staff must work away from the library's main downtown location if their role does not demand it. If staff can perform their job downtown, they are welcome to work there as often as they like. Staff who would like to perform their duties in other locations may take advantage of this policy.

Work Arrangement Options and Guidelines

Staff performance is always evaluated to ensure that they can fulfil their work duties. This process and these expectations do not change based on where the work is performed. Staff will be given flexibility in choosing the place where work is done so long as they are able to continue to fulfill their work duties safely. If this flexibility causes performance to suffer, a staff person may need to return to a more fixed work mode with sufficient oversight to ensure performance improves. While the policy is focused on individual employees, their place in a team will also impact how and where they perform their job.

Staff may choose when to work so long as they are able to perform their duties. The library will have core hours to ensure that staff have opportunities to interact with each other synchronously. Staff will use Outlook to indicate available hours. Staff should attempt a regular schedule to help colleagues expect when to be able to reach the staff person.

Non-exempt employee hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor.

The library will provide staff with portable technology for their downtown workspace that can be used when away from the downtown location. Staff will not be provided with duplicate technology, for example, a second laptop or a desktop in addition to a laptop. The library will defray staff internet costs with a \$50 month stipend for staff who have an agreed hybrid work arrangement. Other costs related to workspaces away from the downtown location, safety, insurance, and technology will be borne by the staff person.

Eligible Employees: All staff except the Security Officer may create a hybrid work arrangement with their supervisor.

Work Location: All staff may determine their own work location, subject to their ability to perform their duties safely and effectively. Work that requires contact with the physical collection or delivery of services from a specific location will override staff choice. Certain roles, including reference librarians, may require sudden, unanticipated changes in work location. Staff will be expected to comply with changes that occur, and supervisors will strive to minimize these changes.

Scheduling: All staff will be available on the days on which they are working between core hours. A four-day work week may be a feasible alternative for some staff.

Safety Guidelines: The law library's primary location is the downtown library. On occasion, the law library will deliver services at partner locations. Unless staff are working downtown or at a partner location, there should be no in-person interactions related to work and with non-staff taking place at a staff person's workplace. Staff are expected to maintain their workspaces in a safe manner, free from safety hazards. Injuries sustained outside of the law library and its partners' locations in conjunction with regular work duties are normally covered by the company's workers' compensation policy. Staff are responsible for notifying the employer of such injuries as soon as practicable.

Transportation Benefits: [restatement of current transit benefit]

Communication: Staff will be expected to be available to communicate synchronously – face to face or in virtual calls – during core hours. Communications outside core hours can be handled using asynchronous tools, like email or Teams channels, and responded to when a staff person has working hours. Staff and their supervisors should identify the tools they prefer to use. Prompt communication will be key to successful hybrid arrangements but should respect each staff person's individual work schedule.

Information and Technology Security: Staff will be responsible for ensuring the confidentiality and security of the information and tools provided to them. This includes limiting access to work technology and work systems like Microsoft 365 or the Koha catalog to avoid family or other people in the workspace from accessing library systems. Law library IT staff will provide training and tools to help staff protect library confidential data (database passwords, for example) and patron data.

Transportation Benefits: Law library staff will continue to be able to use the Board-approved transportation benefits that provide monthly transit passes or the equivalent value towards a parking pass for the downtown parking garage.

Work Performance: A successful hybrid work arrangement will require staff to complete their work duties. The location in which the work is completed will not impact the normal performance evaluation process used by library supervisors. The supervisor and staff will discuss how success will be measured to ensure that staff know what is expected of them. It may require meeting project goals or regular informational updates to ensure projects and other work is being completed. Supervisors will need to provide clear expectations about how success will be measured. In general, there will be no expectation of time or other incremental tracking mechanisms.

Procedure

Each employee should work with his or her supervisor to determine an appropriate work arrangement. This work arrangement will guide both the employee and the supervisor's expectations about where work and when will be done. Supervisors will review work arrangements and make changes, with input from the employee, as warranted by business needs.