

SA 20-03 – Policy for Enhanced Telework

(3/13/2020)

It is essential for the Library to continue to perform its mission of supporting the Congress and the Nation during the coronavirus emergency. The immediate goal is to promote the health of the entire Library of Congress workforce and of the local community by increasing social distancing.

This special announcement conveys Library policy to expand telework to more employees. These amended telework policies and procedures apply to all Library employees, regardless of division or bargaining unit status.

By subsequent announcement, the Library will address policies for employees whose work cannot be performed remotely.

1. Employees Shall Telework Where Possible

Employees who have work assignments that are appropriate for telework and who are capable of teleworking shall telework for as many of their daily work hours as possible. Teleworking employees who have work that needs to be performed on site may work at Library facilities, with their supervisor's permission.

Supervisors shall work with employees to identify work that can appropriately be performed off site. Telework assignments will be based on the Service Unit's specific needs and will be approved at the Service Unit's discretion.

2. Effective Date and Duration

This policy takes effect on Monday, March 16, 2020 and remains in effect until the Library amends it or cancels it by subsequent announcement.

3. Telework with Dependents in the Home

Employees may telework while dependents are home, but may not count as work hours any time in which dependent care interferes with the performance of their official duties.

4. Telework Outside of Regular Hours

To accommodate the schedules of employees who have caretaking responsibilities, employees may telework outside of the standard flex band established in [LCR 9-910, Hours of Duty](#) (6:30 a.m. to 8:00 p.m.). If required by their supervisor, however, employees must be available during certain core hours.

5. Schedule Changes

As needed, supervisors may suspend complex, maxiflex and fixed schedules. Employees may contact their supervisors to request schedule changes.

6. Unscheduled Leave

Employees may request unscheduled leave.

7. Equipment

Supervisors will work with employees to identify equipment that is appropriate for telework. Library-issued laptops, tablets, or BYOD-authorized equipment must be with the employee. Employees who are teleworking should have this equipment at home and employees who are not regular teleworkers should take it home with them daily. Employees should contact their supervisors about taking home any other type of Library equipment.

The Library will provide employees with instructions for accessing Library systems while teleworking.

8. Materials

Employees may take home appropriate materials that enable or facilitate telework for what could be an extended period.

9. Facilities and Records

Refer to [LCR 9-930 Telework \(Working Offsite\)](#) and applicable [collective bargaining agreements](#) regarding ensuring a safe workplace in the home and handling of records and sensitive or classified information. Refer to service unit guidance regarding handling of collections materials or other Library property.

10. Administrative Matters

Formal telework applications and associated forms are not required.

Employees should coordinate with their supervisors about logistics, assignments, reporting in for work, and reporting work accomplished.

The Library will provide separate guidance about entering time and attendance in WebTA, managing phones, and other administrative matters.

11. Relation to Other Telework Guidance

This policy supersedes any provisions of Library of Congress regulations, collective bargaining agreements, or service unit guidance that differ from this policy. On matters that are not in conflict, employees and supervisors should continue to follow existing telework guidance.

12. Additional Information

For additional information about working at the Library during the coronavirus emergency, see [Stay Informed](#) and [Pandemic Information for Staff](#).