Equipment Loan Procedure for Telecommuting

On a case-by-case basis, Westhampton Free Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Westhampton Free Library accepts no responsibility for damage or repairs to employee-owned equipment. Westhampton Free Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Westhampton Free Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

Westhampton Free Library will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Westhampton Free Library will also reimburse the employee for business-related expenses, such as phone calls and shipping costs that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home for work purposes. Westhampton Free Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Inventory:

I have read and understand the above procedure and by signing below, I agree to its terms.

Date:_____