

XXVI. Remote Work Policy 2023


The Director of the Forest Lodge Library will wish to maximize the hours they spend on library premises in support of staff, patrons and library operations. The Library Director, by State Statute*, is required to be present in the library a minimum of 10 hours per week, less leave time, each week the library is open.

Given the current library configuration, it will sometimes be necessary for the Library Director to locate elsewhere to allow for privacy while participating in online meetings, trainings or other work sessions. The Director may at times find it advantageous to address administrative work from home.

The Library Director may encourage staff persons to participate in online training from home during non-scheduled hours and should direct them to include this time on their time card.

*WI 43.15 (4) (c) 6. 6. Employs a head librarian who is certified as a public librarian by the department and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.

Adopted: Sept. 13,2023

Board President: 
Laurie St. Aubin-Whelihan

To be reviewed every three (3) years.

Review date October 2026.