

WESTCHESTER LIBRARY SYSTEM
Trustee Meeting
February 23, 2021 – Approved March 30, 2021

REGULAR MEETING

The Regular Meeting of the Westchester Library System was called to order by Susan Morduch, President, at 6:07 p.m. via Zoom. The quorum requirement was met with the following people in attendance:

Board Members present: Andrea Bober, Cathy Draper, Wes Iwanski, Karen Kelley, Maureen LeBlanc, Jonathan Marshall, Denise Matthews-Serra, Susan Morduch, Francis Okelo, Joseph Puglia, Edris Scherer, Bernie Seiler, Karen Zevin

Board Members absent: Julie Mills-Worthey

Also present from WLS were: Terry Kirchner, Wilson Arana, Patricia Brigham, Rob Caluori, Krishna Horrigan, Dana Hysell-Alongi, Joe Maurantonio, Elise Burke

Public Library Directors Association (PLDA) Representative: Greg Wirszyła, Director, Bronxville Public Library

Guests: Karen LaRocca-Fels, Director, Ossining Public Library; Kim Izzarelli, Trustee, Briarcliff Manor Public Library

MINUTES

A revision to the minutes of the meeting of January 26, 2021, was noted to correct the word “competed” on page 3 under Action Item *WLS Capital Budget FY2021* in the section on Replacement of Public PCs. The first sentence will read as follows: “This is a continuation of the 2020 project, which was not completed within the 2020 budget year mainly due to restrictions caused by COVID-19.

The Board approved the minutes as revised on a motion by Ms. Draper and seconded by Mr. Puglia. The motion was approved unanimously.

FINANCIAL REPORTS

The financial report through January 2021 was presented by Ms. Scherer and reviewed in detail by Mr. Caluori. The financial report was accepted on a motion by Ms. Scherer and seconded by Ms. Zevin. The motion was approved unanimously.

INFORMATION ITEMS

Financial Statements Workshops: Per a WLS Board request for more information on how to review and better understand the monthly financial statements provided at the regular Board Meetings, Mr. Caluori developed three workshops for WLS Trustees. Each workshop will focus on a particular area of the monthly financial report and have been scheduled as follows: March 24th - Balance Sheet; April 28th - Income Statement; and May 20th - Special Reports (e.g. end-of-year projections, restricted net assets, etc.). The sessions will be held via Zoom and will all begin at 6 p.m.

Asset Depreciation: In follow-up to recent IT fee structure and 2021 budget planning discussions regarding depreciation, Mr. Caluori reviewed WLS's general policy for how an asset's value is reduced over the passage of time. A straight-line depreciation method is used for property, plant and equipment over the estimated useful life of the asset. WLS's capitalization threshold is \$5,000 for individual purchases and \$15,000 for aggregate purchases with a minimum of \$2,500 per item. WLS also consults with its auditors during the annual audit or when an unusual circumstance arises. Mr. Caluori reviewed a chart of WLS assets (see attached) that are currently being depreciated, when those assets were placed into service and when they will fully depreciate.

WLS Code of Ethics & Conflict of Interest Policy Revision: Ms. Draper, Governance Committee Chair, noted that in response to recent activity related to recruitment of new WLS board members, the Committee met on February 16th to review the Code of Ethics and Conflict of Interest Policy #7. The following revisions to *Item 13. Duty to Disqualify* are being suggested:

13. ~~Duty to Disqualify~~ **Appearance of Conflict:** It is incumbent upon any WLS trustee or employee, whether paid or unpaid, to disqualify or recuse him or herself immediately whenever the appearance of a conflict of interest exists. ***For purposes of this paragraph, service on the board of a member library does not in itself constitute the appearance of a conflict of interest. However, a WLS trustee who sits on the board of a member library should bring to the attention of the Executive Director and the WLS Board of Trustees any situation in which the interests of such member library might be, or appear to be, in conflict with those of WLS. In any such situation the WLS Board of Trustees may require such trustee to recuse him or herself from discussion and/or votes affecting such member library.***

Per regular procedure, these revisions are being presented one meeting in advance and official approval will be sought at the March WLS Board Meeting. Any additional comments should be sent to Ms. Draper.

New Health Emergency Plan Policies: In July 2020, NYS passed legislature that requires public employers to draft and publish a contingency plan in the event of a declared public health emergency involving a communicable disease (e.g., COVID-19). The Governance Committee met on February 16th to review and discuss a draft of a new Health Emergency Plan that addresses the requirements of this legislation. In addition, a new policy to govern remote work was drafted in alignment with the proposed Health Emergency Plan. Drafts of the two policies were distributed and reviewed (see attached). A question was raised about naming a particular company under "Cleaning of Contaminated Areas" on Page 4. It was suggested to add wording to note "or successor management company" to that sentence. Ms. Draper asked trustees to direct any other questions to her. Per usual procedures, the official approval of these policies will be sought at the March WLS Board Meeting.

WLS Plan of Service & Free Direct Access Plan: Dr. Kirchner noted that as part of the development of the WLS Plan of Service 2022-2026 for NYS Library Division of Library Development (DLD), the Free Direct Access Plan requires review. This document offers guidance should a member library shut down suddenly and neighboring libraries are affected. It also would help monitor municipalities' support for their libraries should there be an unexpected increase in lending activity. No changes to the current wording are expected, and the document will be shared with PLDA at their March meeting. After the proposed draft is accepted by PLDA and the WLS Board, it will be distributed to the member library boards for their review

and approval. After a simple majority of library boards approve the Free Direct Access Plan, it will become an official part of the WLS Plan of Service 2022-2026.

PRESIDENT REPORT

Dr. Morduch noted that Mr. Seiler has revised the Board to Board Questionnaire, which will be reviewed and sent out over the next few weeks to each library director and library board president and trustee. The responses will be tabulated as soon as possible.

Last year, a recommendation was made to have more explicit goals for the Executive Director. In consultation with Dr. Kirchner, two broader ideas were formulated for 2021: 1) re Strategy, to work with the Board on a better direction, purpose and understanding of where WLS is and where it is going and 2) re Communications, to promote communication between WLS, the member libraries and the community and better understand how communications are received.

EXECUTIVE DIRECTOR'S REPORT

A copy of the Executive Director's Report was mailed in advance of the meeting.

Dr. Kirchner noted that a clearer focus for WLS Strategy is coming through the budgeting process and ways to better understand the value added by all departments are being evaluated to see if the departments are working toward their established goals.

The involvement of the WLS Trustees at the recent WLS Board Retreat with Jerry Nichols was greatly appreciated. Trustees were reminded of the upcoming WLS Trustee Institute with Jerry Nichols on March 3rd.

COMMITTEE REPORTS

Strategic Working Group: Ms. Kelley, Chair, noted that the Committee was getting organized and is working on setting up a meeting time. The first meeting will be organizational in nature and the Committee's work will inform the WLS Strategic Plan as WLS looks at what library service should look like past COVID.

Governance Committee: In addition to the policies already discussed, Ms. Draper, Chair, reminded the Committee members that the remainder of the existing WLS Policies will need to be reviewed. The Policies are on the WLS website, and Ms. Draper will email a reminder shortly.

Nominating & Board Development Committee: Ms. Zevin, Chair, noted that a meeting has been set up for next week. The update to the Conflict of Interest Policy is similar to what has been included in the Trustee Job Description. Material for the WLS Trustee Manual is now on the WLS website. The Board was reminded that there is still a vacancy for District V (Armonk, Bedford Village, Mount Pleasant), and she will discuss next steps with Dr. Kirchner.

IT Audit Working Group: Mr. Iwanski, Chair, noted that work continues to progress. Dr. Kirchner noted that a major issue being worked on is clarity of the requirements in the Service Level Agreement (SLA) for libraries who access the ILS. One of which is access to the ILS via a VPN network/tunnel.

While WLS has had this requirement since 2011, the IT Audit Working Group is looking at how to move forward with data security issues for devices not on the WLS network. WLS is looking into better pathways and authentication processes for employees logging in from home.

OTHER

Francine Vernon was honored by the Ossining Board of Education for her efforts to champion lifelong learning.

WLS is co-sponsoring the 21-Day Racial Equity Challenge with the YWCA and United Way.

Ms. Brigham spoke about WLS’s Digital Equity project. A grant was received by RXR Realty for over \$43,000 to work with them and the STEM Alliance of Larchmont & Mamaroneck to deploy refurbished desktop PCs, through the Department of Social Services. The complete package includes a temporary library card and an introduction to libraries. In addition, \$65,000 was received for chromebooks with WiFi loaner devices to be distributed to people in need, which will be certified by criteria from community leaders. The supply chain has been challenging and has delayed the receipt and distribution of the 100 devices, which is sure to help bridge the digital divide. The idea of doing something similar to this for the nursing home population was discussed. While the senior population may be a consideration for a longer-term strategy, this project focuses on the youth population to help ease the learning gap caused by COVID-19.

PLDA LIAISON’S REPORT

Mr. Wirszyła reported that there were two topics of discussion at the February PLDA Meeting:

- The role of PLDA Committees and their structure as well as the weight given the advisory role of PLDA in light of the \$3 million paid by the member libraries for WLS services;
- The necessity of a VPN connection to the ILS versus a standard “https” connection.*

ADJOURNMENT

Having completed its agenda, and no other requests to speak, the Board adjourned its meeting at 7:36 p.m. on a motion by Ms. Scherer and seconded by Ms. LeBlanc that passed unanimously.

Respectfully submitted,

/s/ Bernie Seiler

Bernie Seiler
Secretary

*After the Board Meeting, WLS President Susan Morduch received the following clarification from Mary Kane, Director of the Katonah Village Library, regarding the issues the library had in connecting to the ILS (Integrated Library System) via a VPN tunnel:

The Katonah Village Library continues to use two companies to manage their technology. Mary Kane is happy with both of them, and appreciated TurnKey’s work in setting up their VPN connection.

Westchester Library System Assets Currently Being Depreciated				
Asset	In Service	Depreciates Through	Remaining Value as of 12/31/2020	
IT Assets				
Phone system	2016	2021	\$	1,000
Security system	2016	2026	\$	17,606
Network equipment	2016	2021	\$	382
Conference room tech	2016	2026	\$	23,659
Server hard drives	2016	2021	\$	122
Nutanix hardware	2016	2021	\$	27,200
Cisco network equipment	2016	2021	\$	12,310
Data wiring	2016	2026	\$	14,538
Network routers	2016	2021	\$	7,336
VM Ware licenses	2016	2021	\$	12,713
Nutanix hardware	2016	2021	\$	6,606
Furniture	2017	2024	\$	1,139
Cisco network equipment	2017	2022	\$	19,130
VM Ware licenses	2017	2022	\$	72,543
VDI Equipment	2018	2023	\$	23,805
ILS Migration	2019	2024	\$	78,869
Cisco Licenses / Upgrades	2019	2024	\$	38,736
SonicWall Firewall	2020	2025	\$	12,845
Non-IT Assets				
Bookcases	2016	2026	\$	627
Workstations	2016	2026	\$	41,718
Desks	2016	2026	\$	5,274
Chairs & Tables	2016	2026	\$	1,154
Seating	2016	2026	\$	12,101
Furniture	2016	2026	\$	4,579
Chairs & Tables	2016	2026	\$	1,657
Desks/HV Ofc	2016	2026	\$	5,354
Training room tables	2016	2026	\$	1,832
Large LED Displays	2017	2022	\$	1,138
Furniture	2017	2024	\$	953

How assets are depreciated at WLS:

Once an item is recorded as a fixed asset, its useful life is determined so depreciation can be calculated and recorded. Westchester Library System's policy is to depreciate property, plant and equipment over the estimated useful life of the asset using the straight-line depreciation method. WLS's capitalization threshold is \$5,000 for individual purchases and \$15,000 for aggregate purchases with a minimum \$2,500 per item.

HEALTH EMERGENCY PLAN

PURPOSE

The Westchester Library System (WLS) has adopted this Health Emergency Plan in compliance with New York State Labor Law §27-c to implement operational plans in the event of certain declared public health emergencies including, but not limited to, COVID-19 or other communicable disease or pandemic illness.

The primary goals of WLS's Health Emergency Plan are to establish:

- The roles and responsibilities during all phases of a public health emergency
- Preparedness activities and response protocols
- Coordination and decision making for the continuation of operations

The Health Emergency Plan is designed to ensure precautionary, response, and recovery measures to a public health emergency involving a communicable disease threatening to impact or immediately impacting WLS's staff, trustees, volunteers, and/or community members.

ADMINISTRATION

The Executive Director as authorized by the Board of Trustees administers the Health Emergency Plan. This includes activating the plan, establishing an internal communications network and coordinating all response and recovery activities. If, for any reason, the Executive Director is unable or unavailable to administer the plan, administrative authority shall be passed to the Chief Financial Officer.

DEFINITIONS

The following terms are hereby defined for the purposes of this policy:

- **Personal Protective Equipment (PPE):** Equipment worn to minimize exposure to communicable disease or pandemic illness as mandated by local, state, or federal law and/or any Executive Orders related to the public health emergency or mandates issued by federal agencies including the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA).
- **Employee:** Any person employed by WLS regardless of job classification or title.

- **Contractor:** Any individual performing paid services for the library but not an employee of WLS.
- **Essential:** Designation made to an employee or contractor whose duties require them to be physically present at the Westchester Library System to perform their job, or tasks that are vital or necessary to the safety or operational needs of WLS.
- **Non-essential:** Designation made to an employee whose duties do not require them to be physically present at the Westchester Library System, or tasks that are not vital or necessary to the safety or operational needs of WLS.
- **Communicable disease:** Illness caused by an infectious agent that occurs through the direct or indirect transmission of the infectious agent or its byproducts or via inanimate environment or object to a susceptible person or persons.
- **Retaliatory Action:** The discharge, suspension, demotion, penalization, discrimination or other adverse employment action taken against any employee.

ESSENTIAL EMPLOYEES OR DUTIES

In the event of a state-ordered reduction of in-person workforce, the Executive Director shall be designated as an Essential Employee and is permitted to be physically present at the Westchester Library System to perform tasks essential to their job or the operations of WLS including, but not limited to, maintenance to the facilities that could otherwise threaten or pose a risk to WLS's facilities if not performed; bookkeeping such as accounts payable, accounts receiving, and processing payroll; and/or accepting, sorting, and opening postal mail or packages.

These essential tasks may be delegated to a specific employee or contractor at the discretion of the Executive Director. This employee or contractor is permitted to be physically present at WLS to perform only the designated essential tasks as assigned.

TELECOMMUTE/WORK FROM HOME

In the event of a state-ordered reduction of in-person workforce, the Westchester Library System's Remote Work Policy will be implemented.

All employees whose duties and routine tasks require the use of a computer and/or Internet access will be provided WLS-issued equipment necessary to perform those duties and tasks.

The Executive Director will provide instructions for downloading/installing any software for employees to perform their duties remotely. The Executive Director will also provide

instructions for transferring office phone lines to personal cell phones as applicable to the employee's job description.

IN-PERSON REPORTING

The Executive Director will coordinate the schedule for employees and contractors reporting to WLS in-person to perform essential tasks so that WLS remains in compliance with the state-ordered reduction of in-person workforce. No employee or contractor is permitted to report to the WLS office without authorization from the Executive Director.

PERSONAL PROTECTIVE EQUIPMENT

PPE as required by local, state or federal laws or Executive Orders will be provided by WLS. As per OSHA guidelines, employees are not financially responsible for mandated PPE. Employees may provide their own PPE if they desire and if it is in compliance with all local, state or federal laws or Executive Orders and CDC and OSHA regulations.

WLS will provide any necessary training for mandated PPE including proper use and disposal.

WLS will keep a supply of PPE in storage in the event a public health emergency is immediately declared. All employees will be aware of the storage location of PPE. The Executive Director will monitor PPE supply levels and replenish the supply as needed.

Failure of an employee to comply with PPE mandates may result in disciplinary action.

EXPOSURE TO COMMUNICABLE DISEASE

If required by local, state or federal laws or Executive Orders, mandatory, continuous health screening practices will be implemented for all employees.

In the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease or tests positive for such disease, the following procedures will be immediately implemented:

- The employee must not report to the work site or they must leave the premises immediately, if already at work, and notify the Executive Director.
- The Executive Director will notify both local and state health departments and will follow guidance specific to workplaces with a suspected or positive case.

- The Executive Director and the employee will determine which other staff members were in close contact and possibly exposed to the communicable disease.
- The Executive Director and the employee will determine which areas of the work site are now considered “contaminated” and need to be immediately closed.

Cleaning Contaminated Areas

- The work site will immediately close off contaminated area(s).
- The area(s) will be quarantined for a length of time determined by local or state health departments.
- The HVAC system will be temporarily turned off in the area(s) so that particles will not circulate throughout the facility.
- After the determined length of time, the area(s) used by the employee will be cleaned, vacuumed and disinfected including offices, workspaces, cubicles, bathrooms, common areas, shared equipment such as computers, tablets, keyboards and shared office supplies.
- The area(s) will be cleaned by Madison Properties using OSHA and CDC approved cleaning supplies and disinfectants while wearing appropriate PPE.
- Once the area(s) has (have) been appropriately disinfected, the area(s) can be opened for use.
- Routine cleaning and disinfecting and logging of these activities as recommended will continue.

Contact Tracing

The Executive Director will adhere to local and state guidance regarding contact tracing. This may include reporting or contacting other employees, contractors, visitors and patrons who voluntarily supplied their information for the purpose of contact tracing and who may have been in close contact with the employee(s) suspected or confirmed to have the communicable disease.

The Executive Director and the designated contract tracing team will keep the health status of employees confidential.

Compensation

WLS will adhere to all local, state and federal laws or Executive Orders regarding sick leave or expanded family and medical leave for specified reasons related to this communicable disease.

Returning to Work

- An employee who is exposed to the communicable disease or exhibits symptoms of the communicable disease must follow all local and state health department directives, which may include being tested for that communicable disease and/or quarantining for a specified amount of time at home.
- An employee who has a suspected or confirmed case must not report back to work until they have met all of the required criteria in consultation with a healthcare provider and in accordance with local, state and/or federal criteria specific to the communicable disease.
- All other employees will be provided instructions for returning to work dependent on the determination of risk of exposure by the local or state health department during contact tracing.

Mitigating Risk

Reporting to work following a known exposure to the communicable disease, having symptoms consistent with the communicable disease or following a positive test without being medically cleared to return to work as defined above will be considered a violation of WLS policy and may result in disciplinary action.

WLS will not take any retaliatory action for employees not reporting to work due to a suspected or confirmed case of the communicable disease. Employees must follow the established protocols outlined in the Personnel Policy/Employee Handbook for reporting an absence.

CONTINUATION OF OPERATIONS

In the event of a declared public health emergency involving a communicable disease, the Executive Director will address operations according to the following outline. Some circumstances will require deviation from this sequence in order to best serve the safety and health of WLS staff and visitors.

- Assess the emergency declaration as it relates to the organization's facilities, materials, staff and community.
- Notify the appropriate persons, including employees and the Board of Trustees.
- Determine the next steps, with the information available, regarding:
 - Services or service points

- Hours of operation
- Personnel
- Draft a press release or statement to the public.
- Document in detail the sequence or timeline of events before, during and after the declared public health emergency.
- Prepare for recovery.

COMMUNICATION

Once approved by the Board of Trustees, this Health Emergency Plan will be published in a clear and conspicuous location at WLS and on the website. A copy will be provided to all employees.

ONGOING USE EVALUATION

This Health Emergency Plan was developed as required by law with the health and safety of WLS's employees and community as the top priority.

The Health Emergency Plan will be evaluated annually by the Director and Board of Trustees and updated as needed.

Questions or concerns regarding Westchester Library System's Health Emergency Plan should be directed to the Executive Director.

ADOPTED by the Westchester Library System Board of Trustees __/__/2021

Remote Work Policy

“Remote Work” is work performed in furtherance of routine duties at places other than the Westchester Library System (WLS)’s business address.

WLS uses three types of Remote Work:

1. When determined per American with Disabilities Act (ADA) regulations to be a reasonable accommodation
2. Remote Work during an emergency as described in Section I below
3. Remote Work as part of a routine “Remote Work Program” as described in Section II below

Remote Work as a reasonable accommodation is governed by the ADA and New York State Laws.

SECTION I: REMOTE WORK DURING AN EMERGENCY

For purposes of this Policy, an “emergency” is determined solely by WLS.

Remote Work during an emergency is a temporary way to continue essential WLS operations and sustained service to member libraries. During an emergency, WLS may require employees to work remotely.

To the greatest extent possible during the emergency, WLS will use the guidelines in Section II to arrange Remote Work accommodations with employees. However, it will be understood that many employees may not have the ability to meet the requirements regarding a professional work environment in their home, and that factor will not be considered for performance evaluation purposes when the employee is required to work from home during an emergency. Further, typical eligibility requirements may be waived.

If a technical concern prohibits productive access to working remotely during scheduled worktime during an emergency, an affected employee must notify the Executive Director by telephone as soon as possible. An employee who has been required to work remotely should not report to the WLS site, even if there are technical concerns, unless directed to do so.

SECTION II: REMOTE WORK PROGRAM

Working remotely can be beneficial for employees for a number of reasons. It can help employees balance their work/home life if they have long commutes, pre- or post-work activities, and can also enable employees to work from home when it is of benefit to WLS.

This program will be most successful for those employees who are self-disciplined and have a remote work environment free from distractions.

All remote work schedule/hours must be pre-approved by the Executive Director.

Working remotely is not a replacement for appropriate child or dependent care or for otherwise attending to personal needs or obligations. The focus of the arrangement must remain on job performance, meeting business demands or dates set by the Executive Director. Errands, home maintenance, and all other non-work-related activities are prohibited during the employee's work hours unless approved by a supervisor and accounted for appropriately on the employee's timesheet.

Eligibility

The Executive Director will determine which roles within the organization are eligible for remote work. Recognizing that some roles require an employee to be present at WLS either at all times or on occasion, eligibility for remote work is not inherent to all positions.

Equipment and Tools

WLS will provide the necessary tools/equipment for the employee to perform their duties. This may include computer hardware, computer software, email, voicemail, and other equipment. The employee must have access to high-speed Internet (i.e., minimum speed requirement is 10 MBPS (megabits per second) download speed and 5 MBPS upload speed).

Office supplies may be obtained at the WLS Business Office. Out-of-pocket expenses for office supplies will not be reimbursed unless approved by the Executive Director in advance and in writing. The use of equipment and software provided by WLS for use at the remote work location is limited to the employee for purposes relating to WLS business. All WLS provided equipment, data, information, and resources remain the property of WLS.

If the employee is unable to log into computer system or otherwise connect to required software within one hour during the scheduled work time, the employee must inform their supervisor and return to the office, except in the case of an Emergency as described in Section I of this policy. Failure to do so will result in an absence.

Requirements

The employee will establish an appropriate work environment within their home for work purposes that is free from distractions. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

Employees must ensure that service provided to member libraries, vendors and partners is not adversely affected. Remote work productivity and performance must be effective, and this policy should not create inequity for other employees. If performance standards are not being met by the individual or department, as observed by the Executive Director, the necessary changes to an individual or department schedule will be made, including but not limited to returning the individual to a schedule and work location that best serves the business needs of WLS.

Consistent with WLS's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of WLS and member libraries and vendor information accessible from their home office. Steps may include use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the environment.

Employees are expected to work their entire schedule and are required to record all hours worked and major tasks accomplished on a daily basis on the WLS timesheet.

Maintaining a Professional Work Environment

Employees who participate in the Remote Work Program are expected to create a positive and professional experience for the member libraries. It is each employee's responsibility to ensure they have established a work area in the home that is free from domestic noise and interruptions during the full length of their assigned work day to be able to deliver exceptional customer service and a high-quality interaction.

During the course of verbal or video communication with member libraries, vendors, partners or other professional/business related entities, domestic noise and interruptions include, but are not limited to: TV, radio and other electronic noise emitting devices; audible household member conversations or activities; pet noise.

Program Provisions

WLS reserves full discretion to amend, terminate, or suspend any and all provisions of the Remote Work Program.

Performance Expectations & Evaluations

Employees participating in the Remote Work Program are to complete all assigned work according to procedures and expectations mutually agreed upon by the employee, the employee's supervisor and the Executive Director, and according to the job expectation and description.

A decline in performance may be grounds for removal from the Remote Work Program participation, and/or disciplinary action up to and including termination. Participating employees will be required to meet in the office as necessary, appropriate, or requested. This includes, but is not limited to, attending training sessions, participating in meetings, reviewing work products and performance, and receiving assignments.

Liability and Worker's Compensation

The employee's home workspace will be considered an extension of the WLS's workspace. Therefore, WLS will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

During work hours and while performing work functions in the designated work area of the home, employees are covered by worker's compensation. WLS assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours.

WLS is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

In the event a job-related injury occurs during working hours at the employee’s home, the employee shall notify WLS as soon as possible, and in no event no later than 48 hours after the event occurred.

Income Tax

It will be the employee’s responsibility to determine any tax implications of maintaining a home office area for a not-for-profit employer. WLS will not provide tax guidance nor will WLS assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss tax implications.

Adopted by the WLS Board of Trustees ___/___/2021

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