

# Policy Guide



Policy No. 854.1

Section OPERATIONS

Title TELEWORK

Adopted JANUARY 19, 2021

Last Revised \_\_\_\_\_

<b>POLICY NO. 854.1 TELEWORK</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.</p> <p>The Board adopts the following policy to establish district rules for employees who telework from a remote work location.</p>	Pol. 805
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Remote work location</b> – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.</p> <p><b>Telework/Teleworking</b> – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.</p> <p><b>Teleworking agreement</b> – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.</p> <p><b>Teleworking employee</b> – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any</p>	

	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>computer and telecommunications equipment necessary for the completion of tasks.</p> <p><b>Section 3</b>     <b><u>Delegation of Responsibility</u></b></p> <p>The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.</p> <p><b>Section 4</b>     <b><u>Guidelines</u></b></p> <p>Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.</p> <p>Such an agreement may include, but is not limited to, the following considerations:</p> <ol style="list-style-type: none"> <li>1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.</li> <li>2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work. This includes policies/procedures related to storage/maintenance of any confidential records at a remote work site.</li> <li>3. A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work. This shall be consistent with all applicable Compensation Plans, individual employment contracts, Collective Bargaining Agreements, or Board resolution.</li> <li>4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment</li> </ol>	<p>Pol. 113.4, 216, 826</p> <p>Pol. 113.4, 216, 324, 424, 524</p>
--	--	---

	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>permitted to be brought to the remote work location will be stolen or damaged.</p> <ol style="list-style-type: none"> <li>5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.</li> <li>6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.</li> <li>7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.</li> <li>8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.</li> <li>9. Reimbursement, if any, for supplies/equipment essential to an employee’s job duties at a remote work location.</li> </ol> <p><u>General Conditions</u></p> <p>Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.</p> <p>An employee may not telework as a replacement for leave.</p> <p>Attendance at the employee’s regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.</p> <p>Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee’s immediate supervisor, in accordance with law and Board policy.</p>	<p>Pol. 708</p> <p>Pol. 834, 835, 837, 839</p> <p>Pol. 530, 860</p>
--	--	---

	<p style="text-align: center;"><b>POLICY NO. 854.1 TELEWORK</b></p> <p>All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.</p> <p><u>Emergency Conditions</u></p> <p>In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.</p> <p>For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>References:</p> <p>Board Policy – 113.4, 216, 324, 424, 524, 530, 708, 805, 826, 834, 835, 837, 839, 860</p>	<p>Pol. 805</p> <p>Pol. 834, 835, 837, 839</p>
--	---	--