



## XXXX Remote Work Policy

**Effective Date: April 14, 2023**

**Approved by: Board of Directors**

### **Policy**

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency conditions makes the school or worksite unsafe or otherwise interrupts the district's ability to conduct operations at the school or worksite effectively. A full-time, part-time, or short-term remote work arrangement may also be granted by the Executive Director or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder the School/Network's operations.

The opportunity to work remotely shall be entirely at the Network's discretion, and no grievance or appeal may arise from the network's denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when expressly agreed, approval of remote work shall not change an employee's compensation, benefits, or other terms and conditions of employment.

Unless otherwise approved in advance by the Executive Director or designee, employees working remotely shall do so within regular work hours established for the position. Non-Exempt employees are entitled and expected to take appropriate uninterrupted meals and rest breaks and keep accurate records of their work hours through the timeclock. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment, failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or connection with their employment as soon as possible in accordance with Board policy.

The Network shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the Network to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the Network's Acceptable Use Policy. The employee's personal equipment may only be used for district business when approved by the Executive Director or designee.

Work done at a remote work location is considered official public business. The Network's records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with the law.

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

Remote work arrangements may be discontinued at any time at the discretion of the Executive Director or designee.

Original Policy 04/14/23