**\_\_\_\_\_\_\_\_\_\_\_\_ School District**

**COVID-19 Emergency Measures**

Administrative Procedures for Employee Telework

1. \_\_\_\_\_\_\_\_\_\_ School District recognizes telecommuting as a voluntary work plan, agreed upon between the School District, and the employee, in which the employee works at an alternative worksite on a regular basis on a specified schedule.

2. Telecommuting is an accommodation and not a District-wide benefit; and it in no way changes the terms and conditions of employment.

3. Not all School District jobs are suitable for telecommuting/teleworking.

4. The supervisor, in consultation with the Superintendent, will approve or deny telecommuting requests after considering several factors, including, but not limited to:

a. Is the position suitable for telecommuting?

b. Does the employee consistently demonstrate work habits that are well-suited to telecommuting, including, but not limited to self-motivation, self-discipline, the ability to work independently; a demonstrated commitment to effective use of technology; and a demonstrated record of meeting established performance expectations?

c. Does the telework plan meet the needs of students and serve School District’s business and operational needs?

d. Has the employee identified a sufficient basis to require an accommodation through a telework plan?

e. Does the employee demonstrate a commitment to and assurance of providing students and colleagues with reliable, high quality and efficient/timely service, commensurate with the School District’s strategic plan?

f. Does the employee have a plan for overcoming any potential loss of impact on and benefit from personal interactions with colleagues and students?

g. Does the employee have a plan for addressing equity and adequacy of workloads among colleagues?

5. The employment relationship for an employee telecommuting stays the same as for employees not working from an alternative worksite. Compensation does not change, and employees are expected to follow all existing job requirements, School District policies, guidelines and expectations that are in effect in the main office. In addition, the employee shall honor the following guidelines:

a. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved.

b. Promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Page 2 of 2

c. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor or executive director.

d. Assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.

e. Use, exclusively, the computer and software provided and configured with security software by the School District.

f. Have adequate dependent care arrangements in place to ensure the employee’s ability to telecommute.

g. Report, at once, to their supervisor any injury that occurs at the alternative site during work hours.

h. Refrain from having in-person meetings or instruction at the alternative worksite unless pre-approved by their supervisor.

7. Supervisors will regularly check employee compliance with the telecommuting agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability.

8. Telecommuting plans are subject to change at the discretion of the School District.