

The District recognizes that, in certain limited circumstances, it may benefit the District, an employee, or both the District and an employee for an employee to perform their normal work responsibilities via remote work. In addition, the District recognizes that remote work may be appropriate during times when the District implements a non-traditional or hybrid instructional delivery model in order to follow local, state, or federal requirements, recommendations, or guidelines regarding student, employee, or community health or safety concerns. Finally, the District recognizes that remote work may be necessary to provide continuing education to students during school closures related to local, state, or national health or safety emergencies. Remote work is not a benefit for all employees or employee groups within the District. However, remote work may be required or allowed under this policy in situations where an individual employee and/or his/her position are well suited to remote work or where the District determines that other circumstance(s) make a remote work arrangement necessary or desirable.

The administration is authorized to approve, deny, modify, and terminate remote work arrangements for District employees. Decisions concerning employee remote work and the approval of voluntary employee remote work requests will occur on a case-by-case basis and are at the sole discretion of the supervising administrator, subject to any applicable law, to this policy, to any remote work guidelines developed under this policy, and to any specific conditions or directives applied to an individual employee's remote work arrangement.

### **Definitions**

"Remote work" is defined as a voluntary or involuntary working arrangement between the District and an employee where the employee performs his/her normal job responsibilities at an alternate work location.

"Alternate work location" is defined as a location, other than an employee's regular District work location(s), from which an employee will perform his/her normal job responsibilities. The alternate work location will generally be the employee's personal residence. However, this is not required so long as the location satisfies the alternate work location requirements of any remote work guidelines developed under this policy and any applicable requirements of the employee's specific remote work arrangement.

### **Availability of Voluntary remote work Arrangements**

While any employee may request a voluntary remote work arrangement with respect to some or all of their job duties, some duties cannot be performed away from the regular worksite. In addition, in some situations, the supervisor

may determine as a matter of managerial discretion that remote work is not the preferred approach for the performance of certain roles and duties.

As examples, remote work is highly unlikely to be a viable option for the following types of positions/duties:

1. Food service (e.g., meal preparation and meal service);
2. Custodial/maintenance work related to District buildings and grounds;
3. Student transportation; and
4. Work that involves responsibility for the direct supervision of students who are physically present at school.

### **Review of Remote Work Requests**

In situations where an employee makes a voluntary request to remote work, and unless otherwise required by law, the decision whether to allow or decline a remote work request shall be made on a non-precedent, case-by-case basis at the sole discretion of the supervisor.

### **Involuntary Remote Work Arrangements**

In addition to mandating that an employee performs his/her job responsibilities/duties from an alternate work location, the District may structure positions as remote work positions. Examples of remote work positions could include non-permanent involuntary remote work during school closures, public/employee health concerns, or paid administrative leave. In addition, examples of remote work positions could include involuntary long-term or permanent remote work where the job responsibilities/duties of a position, department, office, or school building allow/require remote work (e.g., teachers assigned to work as part of a virtual charter school or office employees whose positions do not require significant face-to-face service). The Director of Finance and Operations shall determine the appropriateness of and authorize any involuntary remote work arrangements, obtaining the input of affected employees, relevant supervisors, and other administrators as needed.

### **Work Performance and Responsibilities**

Employees who work remotely will be responsible for managing their personal affairs and personal responsibilities in a way that allows them to successfully work their set schedule of hours, fulfill job responsibilities, complete work assignments, meet deadlines, and adhere to the District's remote work guidelines.

It is expected that the quantity and quality of work performed by a remote work employee will be similar to the work the employee would perform if working at a regular worksite within the District. An employee who remote works will complete

work assignments in a timely manner satisfying the objectives established by his/her supervisor.

In the absence of express written acknowledgement from the District, assignment to, or approval of, remote work does not modify an employee's performance expectations, job duties or responsibilities, or the terms and conditions of employment as described in the employee's job description, Board policies, the District's Employee Handbook, or any individual employment contract (if applicable).

There may be instances where the District requires an employee with a remote work arrangement to be physically present at the employee's regular District work location(s) on specific days or portions of days during which the employee would otherwise be working remotely. The District will attempt to provide reasonable advance notice of such required in-person attendance (e.g., in most situations, it would be reasonable to be notified at least the day before such a need to be physically present at work). In extraordinary circumstances, it may be necessary to call an employee to a regular work location without advance notice; and if such a situation were to arise during an employee's established working hours, then the remote work employee will be expected to make all reasonable efforts to appear at work, taking the specific circumstances into account (including the parameters of the employee's individual remote work arrangement).

### **Remote Work Schedule**

During scheduled working hours, remote work employees will be reasonably available (i.e., equivalent to the expectations that would apply if the employee were not remote working) to communicate via telephone, video calling, and/or email with supervisors, co-workers, and any persons or group(s) that are regularly served by employees within the remote work employees' job classification (e.g., parents, students, members of the School Board, vendors, and/or contractors).

Non-exempt employees may only work their approved hours. Overtime work must be pre-approved by the employee's supervisor.

### **Non-Applicability**

This policy does not apply to remote work that is approved as part of the District's workers compensation program or as an accommodation for an employee with a disability under the Americans with Disabilities Act (ADA) or under any other state or federal law that provides for such disability-related accommodations. Accommodations for disabilities shall be arranged through the applicable District procedures for requesting, identifying, and implementing such accommodations. However, remote work that is authorized in connection with a workplace injury or as a disability-related accommodation may, in individual cases, be made subject to expectations that are similar to or the

same as expectations established in this policy and/or in any remote work guidelines established under this policy.

### **Modification and Termination of Remote Work Arrangements**

Once approved or mandated, remote work arrangements that are not structured as Board-approved contractual obligations are subject to continuous review and to possible modification or termination at the District's discretion at any time.

If the District establishes or approves a specific end date for an authorized remote work arrangement, then the arrangement shall terminate no later than such end date unless the District expressly agrees to extend the arrangement. In the absence of such an end date, or if the District decides to terminate a remote work arrangement prior to the expected end date, then the District will provide the employee with reasonable advance notice of the termination of the arrangement and of the expectation for returning to regular employment.

Employee requests to terminate a remote work arrangement and return to regular employment shall be reviewed, and approved or denied, in accordance with any remote work guidelines developed under this policy and in accordance with any specific provisions of an employee's specific remote work arrangement.

**Adoption Date: 04/25/22**