

WORKING REMOTELY POLICY

The Board of Trustees recognizes that working remotely at home or at another alternative location may be necessary. A full-time, part-time, or short-term remote work arrangement may also be granted by the CEO 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 school operations.

The opportunity to work remotely shall be entirely at the school's discretion. Employees approved for remote work shall comply with all school policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the CEO or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work and report such hours to their supervisor. 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 make an effort to conduct their work in a location that is safe, free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible.

The school shall provide to employees who work remotely supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees will make a reasonable effort to protect equipment on loan from the school and will adhere to the school's Acceptable Use Agreement and follow FERPA guidelines. The employee's personally owned equipment may only be used for school business when approved by the CEO or designee.

Work done at a remote work location is considered official public business. School 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 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. Employees shall be expected to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated using a variety of criteria appropriate to working remotely that may include time spent on task completion, projects, rigor of assignments, 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 CEO or designee.