

PERSONNEL

5215

Telecommuting Policy

This Policy is intended to address telecommuting situations during health care emergencies to address and clarify remote work opportunities and expectations in the event of need for individual employee isolation or building closures. This Policy applies to all certificated and non-certificated staff, and to classified staff. The Superintendent is authorized to implement guidelines as needed to assist in compliance with this telecommuting policy.

Any District staff member who has been told to self-isolate, but is not sick and is still able to work, must contact their supervisor or Human Resources immediately to determine what leave options and/or telecommuting options/responsibilities are available.

It is the expectation that all certificated staff are ready, willing and able to continue to meet their contractual obligations and/or duties of employment pursuant to this telecommuting policy if such staff member is not sick, but is subject to an isolation directive or quarantine order. Telecommuting may also be requested in a situation where staff would prefer to work remotely during this period of emergency. Such decisions will be made on a case by case basis and the District will endeavor to grant such requests where doing so is reasonably feasible for its operations; however, the District cannot guarantee that a telecommuting opportunity will be available for all positions.

If it is determined that the employee will continue to work under a telecommuting environment, this policy shall apply.

Telecommuting Location and Workspace

For employees telecommuting off-site from their residence, employees should have a suitable work space at the telecommuting location. Computers used at the telecommuting work location should be issued by the District. A desk, chair, lighting, access to reliable internet and phone service are expected to be provided by the employee. Costs incurred by an employee to create a worksite space to telecommute are at the employee's expense and will not be reimbursed.

Technology

Employees accessing confidential information should do so by using a virtual private network (VPN). Please contact the Technology Director for guidance on how to obtain VPN access through the District. Employees agree to follow all computing and data security policies and guidelines established by the District. In the event that the District, at its sole discretion, provides equipment, software, and/or supplies for use by employees during the telecommute period, employees agree that any use of District equipment, software, and supplies provided for use at the off-site work location is limited to authorized people and for purposes related to work, and that it remains the property of the District.

Employees should work with their supervisors if they have additional questions or concerns.

Security and Disclosure of Information

District-owned data, software, equipment, facilities and supplies must be properly protected and secured, and must not be used to create employee-owned software or personal data. The employee will comply with all District policies, procedures and other instructions regarding the security of personal or confidential information. Any software, products or data created while telecommuting are owned by the District and must be produced in the approved format and medium. Employees agree to protect District records from unauthorized disclosure or damage, and employees will comply with all requirements of the law regarding disclosure of District information.

Telecommuting Schedule

Unless otherwise agreed to or required by the supervisor, an employee's work schedule shall be the same as the employee's schedule in the customary worksite, including meal breaks and rest periods.

Employees shall conform to established District policies and procedures as they relate to work hours, including overtime, and leave usage. Classified employees must get prior written approval from the supervisor regarding overtime consistent with Policy 5810 and with instructions on how to clock in and clock out (or record work time) while telecommuting. Working overtime without such approval may result in termination of the telecommute privilege and/or other appropriate action.

When an employee is telecommuting, the employee is expected to be available via telephone, email or virtually/by teleconference or videoconference.

Virtual meetings will be conducted via District approved virtual program for business and operational purposes.

Work Performance

The quantity and quality of work performed while telecommuting should be equivalent to the work completed in the District's physical office or onsite classroom. In situations where a comparison cannot be made, the employee must adhere to deadlines and meet established objectives. It is the expectation of the District that employees will continue to fulfill their duties while working from home. Supervisors may require employees to provide reports, artifacts or other work products that demonstrate work performed or accomplished on telecommuting work days.

Standards of Conduct

Employee expectations within the Employee Handbook, Board Policy and, where applicable, the Code of Ethics for Educators continue to apply when providing remote learning and in virtual meetings.

In addition, all staff are expected to maintain student confidentiality in accordance with FERPA during remote learning.

Liability for Injuries or Property Damage

The employee is covered under Workers' Compensation Law if injured in the course of performing duties at the office or at the off-site workplace. Employees agree to notify their supervisors immediately of any accident or injury that occurs at the off-site workplace and to complete any required forms. The District (or its insurer) will investigate such a report. Employees agree that the District shall not be liable for damages to employees' personal or real property while employees are working at the off-site work location.

Policy History:

Adopted on: 8/24/20

Revised on: