

Adopted:

1st Reading: 11/19/20

Revised:

2nd Reading:

426 EMPLOYEE TELEWORK

I. Purpose

This policy establishes guidelines for employees who are seeking to work from home due to conditions that render working at the physical school site untenable. Such examples could include declared States of Emergency that directly affect the school building, damage or disaster to the building, or any situation where having the students/staff at school is not possible. State action, board motion or administrative decision would determine a situation meeting the necessary criteria for this policy.

II. General Statement of Policy

The school district wants to ensure that student and staff safety is a primary concern while also ensuring that the educational program continues at a quality level consistent with non-emergency operations to the extent realistically possible given any particular emergency situation. This policy is not intended for regular use in non-emergency situations. In most cases it is the district's stance that employees should be present and on-site where possible.

This policy is not intended to supersede relevant state and federal laws regarding employee work conditions such as ADA accommodations or other work considerations as are relevant per established laws and/or bargaining agreements. This is only intended to provide a consistent process and work expectation for employees as a basis of administrative decisions on granting work time away from the building.

III. Criteria and Process for Granting Telework

In order for staff to apply for telework, there needs to exist a qualifying event such as described in section I of this policy. For all individual requests due to health accommodation needs, the ADA accommodation process takes precedence and should be employed. For all other unforeseen requests, it will be determined on a case-by-case basis by administration.

Employees must submit the Request for Telework form to their building supervisor. The form documents the reason for the request and confirmations that the employee will abide by the telework policy. At no time is telework a guarantee and as essential employees, can be recalled to work at employer discretion.

Upon receipt of a Request to Telework form, the supervisor will evaluate the request and respond back within 2 business days on a decision. With approval, part of the process would be to determine when telework would begin for the employee. This will be documented on the form and stored with the business office in the HR files. Any revocation or expiration of telework should be documented on the form for data on future requests. Revocations are on a 1 business day notice for the employee to return to work, employees taking longer than that to report to work will be expected to use PTO time for the difference.

III. Work Expectations for Telework Employees

A. General Expectations

- a. All applicable policies apply even in a telework situation. Employees are expected to follow all handbook policies, district procedures, and other directives as appropriate to the working environment. If a specific policy cannot be followed, it will need to be determined if the employee should be exempted for the duration of telework or if the policy cannot be exempted then the employee cannot be granted telework as a work option. Employees are not exempt from federal/state workplace laws and are expected to be in compliance as such.
- b. Work Environment – It is expected that the employee will have a safe, clean, and sound work environment at home that is free from distractions/interruptions. Workspace must have roughly equivalent provisioning (internet, phone access, etc) in order to fulfill job expectations and meet safety conditions that would apply to any office. Workplace injuries off-site still follow worker's compensation laws and need to be reported to the employer. A reduction in work quality or concerns about a lack of safety in the work environment while off-site could be grounds for revocation of telework. Depending on the particular qualifying situation, additional workplace safety requirements might be added to meet compliance with workplace laws and/or state orders.
- c. Security – Telework employees are expected to uphold district obligations regarding safety of equipment, files, and/or protected information. At no point are employees exempted from FERPA obligations regarding data privacy. District equipment should only be used by the employee and kept secure otherwise. In the case of a revocation of telework or termination of employee, it is expected that all materials will be returned to the building within 3 workdays.
- d. Workday – Employees are expected to be reachable during the entire work period and at their requested work site. If either were to change, the employee needs prior approval of the change otherwise PTO might be deducted if it is determined that the employee was not actively working/unreachable. Multiple incidents could be grounds for revocation of telework. It is expected that employees will attend all regular meetings in a virtual capacity and to maintain a regular amount of communication with supervisors, colleagues, students, and parents as appropriate to the position. It is not possible for the school to transfer calls off-site, it is expected for employees to check-in daily (voicemail, email, etc) to ensure parent requests are not missed.
- e. Representation – Even off-site working, employees are representing ASA and are expected to conduct themselves as such. Failure to follow common school decorum could be grounds for revocation of telework.

B. Teaching Staff/Classroom Expectations

- a. Teaching Staff need to keep their building administrator apprised as to what instruction is currently taking place. This can be via lesson plans, calendars, or other arrangement with the building principal. This is not intended as an additional burden or punitive measure, ideally it should be something the teacher already has in their planning materials.
- b. Teaching Staff are expected to provide distance-based instruction per agreed upon norms in each building via the appropriate technology methods as outlined by the

district. If distance-based instruction is not practical or the school is required to fulfill other academic obligations that require teaching staff, the district reserves the right to call in staff as necessary to meet the obligations.

- c. For staff with extracurriculars, an approved emergency plan for how that extracurricular is going to operate needs to be on file with the appropriate building principal.
- C. Support Staff Expectations
- a. Hourly Employees are still obligated to approved hourly work conditions. This includes breaks, work hours, overtime, and all similar mandatory requirements. Any deviation from this needs to be pre-approved by the employee's direct supervisor.

IV. Returning from Telework

Where possible, administration will provide advance notice of at least 3-5 business days that a qualifying event is coming to a close and when it will be expected for telework employees to return to the regular worksite. This could potentially involve a phased approach with partial return or other arrangements as deemed appropriate to the situation.