MIDDLETOWN UNIFIED SCHOOL DISTRICT

Policy 4313.5: Working Remotely

Original Adopted Date: 1/17/2024

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent 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 district operations.

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district 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 Superintendent 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. 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 conduct their work in a location that is safe and 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 in accordance with Board policy.

The district shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. 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 shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

Work done at a remote work location is considered official public business. District 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 and/or termination of remote work responsibilities. Employees shall be required to attend virtual or

in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, 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 Superintendent or designee.

Policy Reference Disclaimer:
These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
Gov. Code 12900-12996	Fair Employment and Housing Act
Gov. Code 7920.000-7930.215	California Public Records Act
Lab. Code 226.7	Mandated meal, rest, or recovery periods
Lab. Code 6400	Safe and healthful employment and place of employment
Lab. Code 6401	Unsafe workplace

Federal	Description
42 USC 12101-12213	Americans with Disabilities Act

Management Resources	Description
Website	CSBA District and County Office of Education Legal Services
Website	California Department of Industrial Relations

Cross References

Code	Description
0470	COVID-19 Mitigation Plan
1340	Access To District Records
1340	Access To District Records
3516	Emergencies And Disaster Preparedness Plan
3516	Emergencies And Disaster Preparedness Plan
3516.5	Emergency Schedules
3580	District Records
3580	District Records
4030	Nondiscrimination In Employment
4030	Nondiscrimination In Employment
4032	Reasonable Accommodation

4040	Employee Use Of Technology
4040-E(1)	Employee Use Of Technology
4113	Assignment
4113	Assignment
4115	Evaluation/Supervision
4115	Evaluation/Supervision
4118	Dismissal/Suspension/Disciplinary Action
4118	Dismissal/Suspension/Disciplinary Action
4119.21	Professional Standards
4119.21-E(1)	Professional Standards
4131	Staff Development
4141	Collective Bargaining Agreement
4151	Employee Compensation
4154	Health And Welfare Benefits
4154	Health And Welfare Benefits
4156.3	Employee Property Reimbursement
4157	Employee Safety
4157	Employee Safety
4157.1	Work-Related Injuries
4157.2	Ergonomics
4161.1	Personal Illness/Injury Leave
4215	Evaluation/Supervision
4218	Dismissal/Suspension/Disciplinary Action
4218	Dismissal/Suspension/Disciplinary Action
4219.21	Professional Standards
4219.21-E(1)	Professional Standards
4241	Collective Bargaining Agreement
4251	Employee Compensation
4254	Health And Welfare Benefits
4254	Health And Welfare Benefits
4256.3	Employee Property Reimbursement
4257	Employee Safety
4257	Employee Safety

4257.1	Work-Related Injuries
4257.2	Ergonomics
4261.1	Personal Illness/Injury Leave
4315	Evaluation/Supervision
4319.21	Professional Standards
4319.21-E(1)	Professional Standards
4351	Employee Compensation
4354	Health And Welfare Benefits
4354	Health And Welfare Benefits
4356.3	Employee Property Reimbursement
4357	Employee Safety
4357	Employee Safety
4357.1	Work-Related Injuries
4357.2	Ergonomics
4361.1	Personal Illness/Injury Leave
5125	Student Records
5125	Student Records