FRESHWATER
Education District 6004

Guidelines for Remote Work

Freshwater Education District

Definition of Remote Work: working from an employee's home or other remote location outside of Freshwater buildings.

Position statement: Freshwater Education District values the work of its employees to assist our students, families, and member districts. We value the connections that need to made between service providers and students and their families; and between service providers with staff in our own buildings and in the member districts. The vast majority of our work will be completed within the buildings of our education district and member district school buildings.

Freshwater also values being good stewards of the resources of our public dollars. We strive to provide quality, efficient service while being cost effective. To this end, we recognize the efficiency of some tasks to be completed in a remote fashion.

Working from home is a privilege. Guidelines listed here provide the responsibilities of the employee and employer to successfully work from home. It is understood that not all staff may be able to work remotely. Only those employees that have components of their position that can be done just as effectively through working remotely will be considered.

Decisions on amount of remote work to be allowed will be completed between the supervisor and employee prior to the start of the contract year and/or before any remote work is performed.

Schedule:

A set schedule will be developed between the employee and their supervisor. This will be in writing in order for staff communication and accountability. Changes in the schedule must be approved in advance as is done currently for work time. Staff will use the time clock system to enter hours and a log of activities

completed at home. Log of hours for July-December will be turned in by Jan. 1. Log of hours for Jan-June will be turned in by July 1.

Staff that are in the office for their work will develop their schedule based on the days to be in the office and the days working remotely. For example: M-W-F in the office (3 days) and T-Th working remotely (2 days). The days each week to be in the office are a priority to be fulfilled. In some instances, changes would be needed in order to meet this priority. For example: The staff person has a M-W-F in office and T- Th remote work schedule; during a fall holiday week, Th and F of that week are holidays, this employee would need to come into the office to work on Tues to fulfill their 3 days in the office.

The district reserves the right to require the staff person to come into the FED building to work on any remote days if they are needed by the administration.

Sick leave would be used on a scheduled "remote work day" if an employee is ill and not able to complete their job tasks.

Work environment and equipment capabilities:

A staff person must have adequate work space to work remotely. The work area must be able to safely accommodate the equipment the employee will be using (computer, monitor, keyboard, etc). Proper ergonomics should be established to avoid injury or damage to the individual. (ex: office chair comfort, back support, appropriate lighting) All home office set up, lighting, repairs, furniture, etc. are the responsibility of the staff person.

The employee guarantees that the work environment ensures confidentiality of the duties of their position. This includes any confidential information being secured at all times.

A staff person must have high-speed internet capabilities to work remotely. This includes bandwidth sufficient for interactive meetings such as in a zoom platform and using video. The employee is responsible for all internet costs.

Freshwater will provide the staff person with a computer with a camera for remote work. Other equipment such as a monitor will be decided based on the needs of the position. Equipment supplied by Freshwater is to be used for work purposes only. Staff will agree to accept and abide by Freshwater's Technology Use agreement.

Printing will be done when the staff person is in one of the Freshwater buildings.

A staff person must have a means for communications. Positions that directly call families on a routine basis may be provided with a cell phone from Freshwater or a soft phone within our FED phone system.

Technical support will be provided by the technology department via the same process as when working on site. Equipment will be required to be brought to the office for service.

Behavior Expectations:

The staff person will be available for the daily working hours agreed upon with the supervisor. (ex: 8:00-4:30)

The staff person agrees to be accessible by phone/and or online within a reasonable time period during the agreed upon schedule. The staff person will ensure that they are able to receive, check, and respond to voicemail.

The staff person will ensure that the needs of the clients of Freshwater are being met. Performance reviews will be continued the same as if the staff person were working on site.

It is understood that the work environment must be free from outside distractions. Work performance expectations are the same as when working on site.

Working from home is not a substitute for appropriate child care. Employees are encouraged to talk to family members about the expectations of working remotely prior to deciding if this option will be successful.

Mileage:

Employees home base for mileage remains the same as when working on site. Employees do not receive mileage from their remote site to their home base.

Liability:

Injuries sustained by employees while at remote work site and in within scheduled work hours are normally covered by Freshwater's workers' compensation policy. Employees are responsible for notifying their supervisor consistent with procedures when on site.

Exceptions to any of the procedures may be made on a case-by-case basis. Exceptions need to be approved by the supervisor.