Administrative Process for Employee Telework During Health Emergency

The District recognizes telecommuting as a voluntary work plan, agreed upon between the District and the employee, in which the employee works at an alternative worksite on a regular basis on a specific schedule.

1. Telecommuting is an accommodation and not a District-wide benefit; and it in no way changes the terms and conditions of employment.

2. Not all jobs within the District are suitable for telecommuting/teleworking.

3. The supervisor, in consultation with the Superintendent, will approve or deny telecommuting requests after considering several factors, including, but not limited to the following:

    A. Whether the position suitable for telecommuting;

    B. Whether the employee consistently demonstrates work habits that are well suited to telecommuting, including but not limited to self-motivation, self-discipline, the ability to work independently, a demonstrated commitment to effective use of technology, and a demonstrated record of meeting established performance expectations;

    C. Whether the telework plan meets the needs of students and serves the District's business and operational needs;

    D. Whether the employee has identified a sufficient basis to require an accommodation through a telework plan;

    E. Whether the employee demonstrates a commitment to and assurance of providing students and colleagues with reliable, high quality, and efficient/timely service, commensurate with the needs of the District's strategic plan;

    F. Whether the employee has a plan for overcoming any potential loss of impact on and benefit from personal interactions with colleagues and students; and

    G. Whether the employee has a plan for addressing equity and adequacy of workloads among colleagues?

4. The employment relationship for an employee telecommuting stays the same as for employees not working from an alternative worksite. Compensation does not change, and the employee is expected to follow all existing job requirements, District policies,

guidelines, and expectations that are in effect at the work site. In addition, the employee shall honor the following guidelines:

A. The employee shall be available by phone and e-mail during normal work hours. Absences, including unavailability during work hours, must be pre-approved.

B. The employee shall promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

C. The employee shall alter their schedule to attend mandatory meetings or other events that require a physical presence and/or as needed by the supervisor.

D. The employee shall assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.

E. The employee shall use, exclusively, the computer and software provided by the District as configured with security software by the District.

F. The employee shall have adequate dependent care arrangements in place to ensure the employee's ability to telecommute.

G. The employee shall report, at once, to their supervisor any injury that occurs at the alternative site during work hours.

H. The employee shall refrain from having in-person meetings or instruction at the alternative worksite unless pre-approved by their supervisor.

5. Supervisors will regularly check employee compliance with telecommuting agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity, and time accountability.

6. Telecommuting plans are subject to change at the discretion of the District.

Policy History:
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