

P3250 TELEWORK

“Telework” is defined as the performance of the essential functions of an employee’s job description or duties in a work location other than the assigned office or school location. Telework is not a job entitlement; it is a job assignment for employees to complete their assigned duties and responsibilities from a location other than their assigned school or office.

Telework may also be assigned during a declared emergency by local, state, or federal officials. Assignments of telework during the declared emergency will be made by the superintendent or the employee’s supervisor.

To be eligible for telework an employee’s most recent performance evaluation must have been “effective” or an equivalent rating. An employee’s performance when teleworking will be monitored in the same manner as all employees at their assigned school or office.

The following employees may not be eligible for a telework agreement or assignment:

- School-based employees when schools are in session. “Schools in session” means any day that students are scheduled to be in class.
- School employees whose work is conducted at school only such as custodial and food service staff members.

Work Location

The work location must be free of distractions, and the employee must be accessible by email and/or phone during work hours. Employees are required to attend meetings in person when directed by their supervisor.

Circumstances That May Warrant Teleworking

- 1) The supervisor may authorize employees other than those identified as essential, who would otherwise report to work during emergency school closings, to instead work from an approved work location.
- 2) When schools are closed for the summer break, the supervisor may authorize eligible employees to work from the alternate work location periodically on an agreed-upon schedule if they are not assigned summer school responsibilities.
- 3) Completion of special project work requiring minimal interruptions that is approved by the supervisor.
- 4) Unusual circumstances such as construction, accident, or natural disaster that make the assigned work location inaccessible/uninhabitable.

Guidelines for Telework

- 1) *Telework is not a substitute for appropriate child care. If there is a child in the alternate work location, there must be a qualified adult supervising the child other than the employee for the duration of the agreed-upon work hours.*
- 2) Telework may not be used in place of taking sick leave.
- 3) Employees approved for or assigned telework must comply with the school corporation policies and procedures including contracts and work schedules and meet all evaluation performance standards.
- 4) Work-related injuries that occur in the alternate work location must be reported to the supervisor and require adherence to the worker's compensation guidelines.
- 5) Employees are responsible for maintaining and protecting equipment provided by the school corporation for use while teleworking and such equipment shall be used for work-related purposes only. The use of such equipment is subject to the Acceptable Use Policy.
- 6) Employees are responsible for protecting all data and ensuring compliance with all regulations regarding the confidentiality of materials.

Procedures for Requesting Telework.

Employees desiring to telework on an as-needed basis should initiate the request with their immediate supervisor in writing.

Authorization to telework will be determined by and is at the sole discretion of the superintendent.

There are no grievance and appeal rights regarding this process.

Adopted: