



Book	Policy Manual
Section	300 Employees
Title	Telework
Code	309.1
Status	Active
Adopted	October 10, 2023

Purpose

The Board recognizes that in certain limited circumstances, it may be necessary to allow or require district employees to work remotely in order to maintain the continuity of district educational programs and operations.[1]

The Board adopts the following policy to establish district rules for employees who telework from a remote work location.

Definitions

Remote work location – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

Telework/Teleworking – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

Teleworking employee – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

Delegation of Responsibility

The Board authorizes the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

Guidelines

The Superintendent or designee’s procedure may take into account, but is not limited to, the following:

1. A teleworking employee’s performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
2. A teleworking employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work

location will be stolen or damaged.[2][3][4]

3. A teleworking employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.
4. A teleworking employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
5. A teleworking employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.

A teleworking employee shall notify their supervisor if the teleworking employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location. Teleworking employees that are not able to perform all their assigned job duties may have their teleworking arrangement terminated by the Board or administration.

General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.[6][7][8][9]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[10][11]

All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

Regardless of whether employees are working at their regularly assigned place of work or are teleworking, they are expected to comply with all standard security and confidentiality requirements, in accordance with law and Board policy.

Legal

1. Pol. 805
2. Pol. 113.4
3. Pol. 216
4. Pol. 324
5. Pol. 708
6. Pol. 334
7. Pol. 335
8. Pol. 336
9. Pol. 339
10. Pol. 330
11. Pol. 332
- Pol. 815
- Pol. 824