



COAST UNIFIED SCHOOL DISTRICT
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8/11/2020

To: All Coast Unified Employees
From: Scott Smith, Superintendent
Re: CUSD District Policy on working remotely for the 2020-21 Fall Semester.

During Distance Learning, the District will be encouraging staff to primarily work on site, however, for employees in positions that allow them to work remotely, they may submit a “Rationale to Work Remotely” form. We understand that individual staff members have many varied reasons why they believe it is best for them to work at home during this time. Please know that the District intends to be very accommodating with individual staff members “Rationale”.

(Rationale form below)

Rationale To Work Remotely
During the 2020-21 Fall Semester

Date: _____

Name: _____

Position/Site: _____

Rationale to work remotely:

Received by Direct Supervisor

Signature _____

Please forward to Human Resources