

All Personnel

Working Remotely

The Board of Education recognizes that working remotely at home or at an appropriate alternative location may be allowable at times when widespread illness, natural disaster, or other emergency condition interrupts the District's ability to effectively or safely conduct operations at the school or worksite. The opportunity to work remotely shall be entirely at the District's discretion, and no appeal right may arise from District denial of any employee request for remote work.

A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee when conditions warrant such an arrangement, at the District's sole discretion, to an individual employee upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder District operations.

Employees approved for remote work shall comply with all District policies, administrative regulations, work schedules, job assignments, and applicable collective bargaining agreements. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the Superintendent or designee, employees approved to work remotely shall do so within regular work hours established for the position. Employees approved to work remotely are expected to take regularly assigned uninterrupted meal and rest breaks, and shall keep accurate records of the remote hours they work. Employees shall notify their supervisor when unable to perform remote work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees approved to work remotely are expected to conduct their remote work in a location that is safe and free of obstructions, hazards, and distractions. Employees approved to work remotely shall report to their supervisor any serious injury or illness occurring in the remote workspace or in connection with their employment as soon as practically possible in accordance with District policy or regulation.

District work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public, depending on the type of record, in accordance with law.

**BP 4113.5/4213.5/4313.5(b)**

Employees approved to work remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other suitable means. Employees approved to work remotely shall be required to attend virtual or in-person meetings when directed by their supervisor.

Remote work arrangements for any or all employees may be discontinued at any time at the sole discretion of the District as determined by the Superintendent or designee.

Legal Reference:

GOVERNMENT CODE

6250-6270 California Public Records Act

12900-12996 Fair Employment and Housing Act

LABOR CODE

226.7 Mandated meal, rest, or recovery periods

6400 Safe and healthful employment and place of employment

6401 Unsafe workplace

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Adopted: 10-20

ORANGE UNIFIED SCHOOL DISTRICT  
Orange, California