

Remote Work

Remote Work is not considered an entitlement, or a benefit. Remote work, for purposes of this regulation, is defined as the performance of the essential functions of one's job description in a work location other than the school or office. In addition, working remotely does not change in any manner the terms and conditions of employment with the Bethany Board of Education (Board). Any change in the terms and conditions of employment shall be made a part of a Memorandum of Understanding (MOU) between the Board and the applicable employee bargaining unit or employment agreement.

This regulation is temporary, as necessary, in order to address any immediate concern related to quarantine, natural disaster, or other event that interrupts normal operations. To provide clarity, this regulation outlines expectations and provides guidance should the need arise for staff to work from home.

Eligibility

Teachers instructing through remote learning (the delivery of online instruction from a location other than a classroom by means of video, audio, or other electronic transmission) will be provided approval to work remotely off-site for the duration of the identified remote learning days. Administrative staff will also be permitted to work remotely when deemed appropriate and necessary at those times identified by the Superintendent. Circumstances warranting such off-site work shall include situations of widespread illness, declared pandemic, lengthy school closures, natural disaster, or other identification as made by the Superintendent.

However, the Superintendent will make the final determination on all staff eligible for remote work.

Central Office staff may be eligible for remote work as determined by the Superintendent.

Availability

Employees working from a remote location shall be available to fulfill their professional responsibilities for a period of time not to exceed the length of the regular school day. No employee shall work more than the contracted number of days provided in the parties' bargaining unit or employment agreement. The total number of contractual days will vary depending on whether an employee is considered a ten-month or a twelve-month employee.

Teachers and administrators working from a remote location will check their school email and voice mail and shall be available to students and families, or as otherwise directed by the administration during the timeframe listed above or for shorter intervals through various methods, including but not limited to email, voice mail, digital platforms, or telephone.

Responsiveness

It is the Board's expectation that remote work takes place during the identified workday as outlined above. Communication via email, personal phone, or other means may take place. It is expected that staff working during this time respond in a timely manner to requests for information and be productive employees. Lack of responsiveness on the part of the employee may result in disciplinary action or termination of remote work responsibilities.

Productivity Measurement

Employee productivity will be measured on time spent on tasks and projects, response to emails, response to parents/vendors, and overall efficiency in project and task completion.

Equipment Required

The Bethany Public School District (District) will provide technology device(s) for those who require remote work. The Board urges caution in accessing the Internet from public places and in accessing information and content from networks outside of the District's service. Utilizing the Internet from public WiFi is strongly discouraged in order to prevent compromising critical and sensitive student information and/or financial information. District technology support will be available as needed. The District will not support personal equipment and the employee uses such equipment at their own risk and direction.

Guidelines for Remote Work

1. Remote work may not be used in lieu of taking sick leave.
2. Employees approved for remote work must comply with all District policies and administrative regulations/procedures including contracts and work schedules, and meet all evaluation performance standards.
3. 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.
4. Employees are responsible for maintaining and protecting equipment on loan from the District. Equipment on loan shall be used for work-related purposes only and use is governed by the District's Acceptable Use Policy.
5. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.

Remote work will cease when determined by the Superintendent.

Legal Reference: Connecticut General Statute § 10-221

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