

Letter of Agreement
between
Highline Education Association
and
Highline School District

Opportunities to Work from Home
for
Fully Remote Instructors & Central Office Based Specialists
Effective School Year 2021-2022

During the 2021-2022 school year, the Highline School District has three roles which may allow for flexibility of location from which the work may be completed: Highline Virtual Academy Teacher, Elementary Remote Teacher, Central Office Based Specialist. Flexibility in delivery location may provide relief for a variety of challenges experienced in these roles.

The Highline School District (HSD) and Highline Education Association (HEA) have mutual interest in supporting the needs of the educators in these roles and, to that end, agree to engage in a trial "Work From Home" plan as described by the parameters below.

Highline Virtual Academy Staff & Elementary Remote Teachers

The following parameters only apply to fully remote staff. They do not apply to staff who are required to teach in-person for a portion of their day.

Fully remote staff may work from home (WFH) on Tuesdays and/or Thursdays and must work onsite Mondays, Wednesdays, and Fridays.

- The allowable WFH days will remain consistent and unchanged even during non-five day work weeks.
- If staff must report on site on a Tuesday or Thursday for a meeting (e.g. IEP meeting), the supervisor must notify them at least one - week in advance.

In the event of a concern regarding remote work from home, supervisors should meet to discuss the concern(s) with the applicable person as soon as identified, with the goal of resolving the issue so that continued work from home remains a viable option. If concerns persist, the work at home option may be rescinded for the individual. These steps are non-disciplinary.

Central Office Specialists

These specialists may schedule up to 14 hours of remote work from home over the course of a five day work week. Hours are prorated by FTE and number of days in the work week. Schedules must be arranged around in-person expectations so as to maintain the productivity of the team.

- Individuals must document work from home plans on their calendars (which are accessible by their supervisors) by the end of the first work day of the week prior to the next work week. (For

example, the WFH plan for the week of December 13 must be documented by end-of-day December 6.)

- Supervisors have the right to name a standard in-person work day for their staff.
- Supervisors may require specific and/or additional required in-person work time if staff are notified by noon on the first work day of the week the week prior to the applicable work week. (For example, specific required in-person time for the week of December 13 would need to be communicated no later than noon on December 6.)

Specialists should respond to calls and emails in a timely manner such that the work of the department is not slowed as a result of working from home. The mode/method of timely response may be an expectation of their supervisor. Specialists should consider the needs of the team and preferences of their colleagues when deciding whether meetings should be remote or in-person.

In the event of a concern regarding remote work from home, supervisors should meet to discuss the concern(s) with the applicable person as soon as identified, with the goal of resolving the issue so that continued work from home remains a viable option. If concerns persist, the work at home option may be rescinded for the individual. These steps are non-disciplinary.



Dr. Steve Grubb
Chief Talent Officer
Highline School District

11/23/21

Date



Dr. Sandra L. Hunt
President
Highline Education Association

Date