



## REMOTE WORK POLICY

April 20, 2022

**Purpose:** This policy serves to create guidelines allowing remote work for specified reasons. This policy recognizes that a school is a community, and in order to participate in the community, as well as to fulfill job responsibilities that require being on campus, employees may need to be physically present for work.

*At any time, any employee may be required to return to work on campus.*

Prior to the COVID-19 pandemic, remote work was unsupported at OES. The pandemic caused many departments, particularly administrative departments, to develop new processes and strategies around remote work. This revised policy for remote work at OES seeks to adopt remote work practices that either:

- Increase employee productivity and retention thereby benefiting the school; or
- Benefit employees by improving their emotional and physical health and well-being.

**Scope:** This policy will apply to employees whose job duties, at least partially, can be accomplished remotely. This might include employees in administrative roles in academic departments, and employees in departments such as business, enrollment, facilities, advancement, athletics, and extension. Remote work can be on a regular, occasional, or temporary basis. This policy does not apply to faculty.

**Faculty are expected to fulfill their duties of teaching and working directly with students and colleagues while students and colleagues are physically present on campus.** This policy is intended to provide long term flexibility for staff whose job duties can be as well done remotely as at school.

**Policy:** Individuals may request a remote work schedule that must be approved by their supervisor, a member of the Admin team, and the HR Office (in consultation with the Technology Department to ensure the employee has all the tools they need to be responsive remotely). The schedule must take into consideration the job duties that require a physical presence on campus, whether providing customer service, or interacting with colleagues. Schedules should:

- Be used on a short term basis for completion of occasional projects that require concentration and uninterrupted focus, such as data analysis, writing, designing, and planning.
- If ongoing, be consistent and predictable
- Include standards for response time for various work tasks, including email.
- Allow for on-campus attendance at occasional all-employee events.
- Not impose a coverage burden on any other employee.
- Employees working remotely will communicate clearly how colleagues and families can contact them so that all constituents (parents, other employees,

supervisors) know when they should expect to be able to contact the remote employee and also schedule in person vs. remote meetings.

- Not require payment of an employee in any state other than Oregon or Washington.
- All approved remote work schedules will be partial week only, with a maximum of two days per week.
- Except in unusual circumstances, remote work will not be allowed on Mondays and Fridays.
- All employees with remote approval are required to be on campus for in-person all employee meetings and trainings.
- Employees can request seasonal or partial year remote work schedules.
- Employees working remotely are expected to have a low distraction environment (e.g. young children, other family members, construction, etc.)
- Remote work schedules are subject to periodic review.

Implicit to the granting of a partial remote schedule is the expectation that the employee's job performance will be held to the same standards and goals as employees working on campus, meeting or exceeding all components of the employee's job description. Should the employee not meet expectations or not be able to fulfill the requirements of their job description, the employee may be asked to return to work on campus or be subject to other disciplinary action.

**Technology:** Employees working remotely are expected to follow all OES internet data security procedures as detailed in the Employee Handbook. Employees will use computer equipment assigned to them for the remote work to ensure safety of the school network and data. If appropriate school equipment is not available, remote work may be delayed until equipment is available. Personal software shall not be installed on school equipment. The Technology department may need to prioritize tech support needs for those working onsite before it can support those working remotely.

**Community:** Employees working remotely, either temporarily, occasionally, or on an ongoing basis, will continue to be involved members of the school community. Attendance at all employee meetings and other all employee events is expected. Remote working employees are expected to stay up to date on all campus communication and information.



Oregon Episcopal School

ALWAYS OPEN

REMOTE/HYBRID WORKING EXPECTATIONS FORM  
2021-22 and 2022-23

<b>Name</b>	
<b>Job Title</b>	

**Scheduled Work Hours**

	Monday	Tuesday	Wednesday	Thursday	Friday
Scheduled Time in:					
Scheduled Time Out:					

*C = on campus*  
*OC = Off Campus*

**Is this a temporary or permanent change? If temporary, when will this status end?**

**Primary means of communication when working remotely**

- OES email
- cell/mobile number \_\_\_\_\_
- Slack
- Landline \_\_\_\_\_

\_\_\_\_\_ My supervisor and a member of the Admin Team, the Technology Department and I have consulted, and the equipment I have at home will be sufficient for me to complete my planned work at home. Initial if yes, if not, describe what additional equipment is needed.

My primary job duties, and regular schedule for completion (weekly, monthly, etc.)  
*(list key job description items)*

My goals for improving my work while working remotely or in a hybrid environment:

What resources/ training do I need to improve my work both remotely and in the office?

When are the supervisor and the employee going to review whether this is working out?

Additional comments:

I have read and understand the OES policies on remote work, and if I have questions, I will check with my supervisor.

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Printed Name

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Signature

**Please send a copy of this form when complete to Human Resources.**