

Guidelines for Teleworking Pilot 3_16_2022

Between

Charles County Public Schools, the Education Association of Charles County, and the American Federation of State, County, and Municipal Employees

Employees may telework under the provisions set forth below.

I. Definitions

Teleworker: A teleworker is an employee who is approved by the Superintendent or his/her designee to participate in CCPS' Telework Program. **Telework:** "Telework" is defined as performing work that would usually be performed at a CCPS work site at an alternative work site on an authorized and regularly scheduled basis.

Telework Program: Telework can be one of three types of work arrangements that allow an employee to perform work, during any part of his/her authorized work schedule, at an approved remote work location.

1. **Recurrent Telework:** Telework which occurs on a regular, recurring basis at an alternate work site.
2. **Intermittent Telework:** Employee works regularly from primary work site but would telework for limited periods of time based on specific circumstances or job responsibilities that could be accommodated by teleworking.
3. **Situational Telework:** Telework that is approved on a case-by-case basis, or that is not part of a regular telework schedule.

II. Procedures

A. Participation

An employee who participates in the Telework Program is subject to all Board of Education of Charles County (Board) policies and Charles County Public Schools (CCPS) regulations and Superintendent rules including, but not limited to: confidentiality, disclosure and security of information; conflicts of interest; equal employment opportunity; workplace conduct; and acceptable use of information and communications technology resources.

B. Workspace

1. The Teleworker is expected to designate and maintain a clean, safe, confidential, and productive workspace at the remote work location that is adequate for accomplishing necessary tasks. The workspace dwelling must be located within the states of Maryland, Virginia, West Virginia, Pennsylvania, or the District of Columbia.

2. Unless approved, a teleworker is not to conduct in-person work-related meetings with individuals or co-workers at the remote work location. When a meeting is scheduled on a day the teleworker is scheduled to telework, the teleworker is expected to participate in a virtual meeting or go to the assigned CCPS work location to attend the meeting.
- C. **Workers' Compensation** - Employees are expected to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to the employee's supervisor at the earliest reasonable opportunity. Employees shall hold CCPS harmless for injury to others at the alternate worksite. With reasonable notice and at a mutually agreed upon time, CCPS may make on-site visits to an employee's telework location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of CCPS property and to maintain, repair, inspect, or retrieve CCPS property. During telework hours, the teleworker is covered for any injury arising out of and in the course of employment pursuant to Maryland State Workers' Compensation law. A teleworker injured while working at the teleworker's remote work location is required to follow established CCPS procedures for reporting on-the-job injuries. This information is located on the CCPS Workers' Compensation site.
 - D. **Labor Postings** - Federal and state statutory abstracts will be posted at the teleworker's employer office location in lieu of posting them in the employee's home/remote office. Teleworkers should review these notices while on the premises.

III. Telework Schedule and Availability

1. Employees who telework are expected to maintain their usual assigned schedule, including the same workdays and hours that they have in their regular work location, unless changes are authorized by their supervisor. For employees eligible for overtime, no overtime will be authorized unless approved in advance in writing by their supervisor.
2. Employees are expected to be accessible during their assigned schedule by phone or other communication method agreed to by their supervisor. The employee is responsible for maintaining contact with their supervisor while teleworking. If a business need arises, employees are expected to be available to report to their regular work setting or other assigned location at the direction of their supervisor within 24 hours.
3. Employees who are unable to perform their assigned duties and be accessible and available as described above during their regular work hours shall be required to request and access any leave available to them. The request for leave shall be made in the same manner as the employee would typically use when working at their regular work location.

IV. Work Performance

A teleworker participating in the Telework Program is expected to satisfactorily perform his/her duties and responsibilities at the remote work location and will have his/her performance evaluated according to the same performance expectations as a non-teleworking employee. Consequently, it is critical that the remote work location be free from distractions and the employee free from obligations which would impair his/her ability

to provide the same time and level of attention to the work product as when working at his/her main worksite.

The duties assigned to the teleworking employee might differ from the normally assigned duties, either in substance or quantity or both. The assumption under these guidelines is that the employee will be able to fully perform all essential job functions while teleworking unless the Superintendent or their designee has relieved the employee from some essential job functions. Nothing in these procedural guidelines should be interpreted to mean that teleworking would be a reasonable accommodation for employees to complete all essential job functions in circumstances not covered by these procedural guidelines.

Teleworking is not an alternative to child or family care and, when applicable, the employee must make appropriate arrangements for dependent care. It is an expectation that a Teleworker does not act as a primary caregiver for dependents during the agreed upon work hours. This does not mean dependents will be absent from the home during the telework hours. It means that they will not require the teleworker's attention during work hours. It is the responsibility of the teleworker to make appropriate arrangements for dependent care to permit concentration on work assignments. If the employee is teleworking due to the quarantining of their child by CCPS, the employee must ensure that the student must not distract the employee from the performance of their assigned duties.

Additionally, telework is not an alternative to the use of sick leave. Employees who need to access and who are accessing sick leave shall not be expected to complete duties and may not be allowed to work during the accessing of the leave without direct, written authorization by the employee's supervisor.

Additionally, a teleworker's job responsibilities will not change due to participation in the Telework Program. The supervisor may require the teleworker to submit regular status reports or other information to help evaluate work performance.

V. Telework Discontinuation

An employee's supervisor may discontinue a telework arrangement if performance is not satisfactory, or if it is in the best interest of CCPS to have the employee present at the work site based on the business needs of the system.

VI. Income Tax

It will be the teleworker's responsibility to determine what, if any, income tax implications there may be in maintaining a home office area. Teleworkers should consult their attorneys, tax advisors, or accountants regarding any legal or tax implications attendant to working at their home or alternative site.

VII. Liability

CCPS will defend and indemnify a teleworker who is teleworking at his/her remote work location for all claims arising out of and within the teleworker's scope of employment consistent with provisions of law. CCPS is not liable for any loss, destruction, or damage to

property or for any injury or loss to third persons occurring at or around the teleworker's remote work location.

VIII. Technology

The CCPS Technology Department may issue certain telework-approved staff a CCPS controlled device for access to systems necessary to perform their job functions in certain circumstances. Access to this device will require that Multifactor login be enabled on the user's account. This device will be monitored and secured via CCPS Technology policies and should only be used for access to CCPS systems for the performance of the staff members job functions. The Technology Department will be responsible for service and maintenance of any CCPS-owned equipment. The Technology Department may provide certain telework-approved staff with Virtual Private Network (VPN) access using Global Protect if access to a protected network such as iSeries is necessary for their job duties. Remote access to the CCPS network is not permitted except by written authorization from a department supervisor. The employee is responsible for ensuring reliable Internet access unless additional access needs are authorized by the supervisor and provided by CCPS.

User Responsibilities for Computer Systems and Network Security

CCPS retains ownership of all equipment provided for telework. When CCPS equipment is used at a remote workplace, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse in accordance with the CCPS Employee Manual, *Return of CCPS Property*. The use of any personal equipment by the employee for purposes of telework is done solely at the employee's risk. However, employees are reminded that it is not permissible to store or maintain student records on personal devices.

Teleworkers must protect information and resources against theft, unauthorized access, tampering, and loss in accordance with the CCPS Employee Manual, *Technology Rules and Procedures*; and Board Policy 4875, *User Responsibilities for Computer Systems*. Employees are required to comply with all other District Board Policies and Administrative Guidelines while teleworking; including, but not limited to: Student Records, Information Security and Confidentiality Policy while teleworking. Employees must also comply with any computer security guidelines established by the Technology Department.

Helpdesk staff are available to assist during normal business hours by emailing webhelpdesk@ccboe.com. The Helpdesk Call Center can be reached at 301-934-7400 (M-F, 8 AM to 4 PM).

IX. Supplies/Equipment

Homeowners insurance and any changes in rates or coverage are the responsibility of the employee. Any increase in the teleworker's home utility costs, including increased telephone or internet costs, is the responsibility of the employee.

Employees are responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telework location and shall not be reimbursed by the employer

for these or related expenses. Employees may request CCPS technology, but must protect CCPS-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Employees must report to their supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Employees are expected to use office supplies obtained through their normal office setting whenever possible. If a teleworker needs office supplies to fulfill his/her responsibility at the remote location which he/she cannot obtain through CCPS, with supervisor's pre-approval he/she can order the supplies and seek reimbursement, with the understanding that CCPS cannot reimburse for state sales tax. If an employee needs to use CCPS equipment to perform his/her job at the remote site, he/she may request to use such equipment with supervisor permission so that the item is properly documented and tracked. Equipment required for the job must meet minimum requirements for telework.

X. Confidentiality

A teleworker is responsible for protecting the confidentiality, integrity and availability of data, information and paper files used when teleworking. A teleworker must follow all applicable Board policies and CCPS regulations, as well as federal and state policies, laws, and regulations to protect data accessed or maintained while teleworking. In addition, teleworking employees must:

1. Maintain all CCPS documents and records in an equivalent manner as they would at their regular work location, including on CCPS networks. All records and materials regarding CCPS shall remain the property of CCPS.
2. Protect information assets from unauthorized access and use by others, including family members, friends, and other visitors.
3. Leave information assets only in secured locations and not in unattended or unlocked vehicles or other locations where they may be easily stolen.
4. Ensure that employee-owned systems utilized for teleworking purposes meet or exceed CCPS security requirements.

XI. Identification of Positions for Telework

Employees may be granted the ability to telework only if all of the following conditions are met:

1. The Superintendent or their designee has determined that the employee's position is conducive to telework. The factors that the Superintendent or their designee will consider include, but are not limited to the following:
 - Whether the assigned job duties may be completed away from the CCPS work site.
 - Whether the employee is able to successfully complete the assigned job duties without direct supervision by the employee's supervisor.

- Whether the employee is able to dedicate full attention to completing assigned job duties during assigned work hours.
- Whether the employee has access to computer and telephone connectivity and other necessary supplies and equipment to the extent needed to complete the assigned job duties.
- Whether the employee's past performance and behavior warrants the ability to telework, including whether the employee has previously been successful with teleworking, if there is any history of teleworking by the employee.

Considerations for Employee Eligibility for Telework

1. The employee's desire to participate in telework.
2. The employee's history of work performance.
3. The employee's demonstration of an ability to work effectively and independently.
4. The employee is currently in a position approved for telework.
5. The best interests of the school system.

XII. Telework Agreements

Teleworking is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work, and it is an option that can be modified or rescinded by the Superintendent or supervisor or terminated based on performance of the employee or in the best interest of CCPS.

An employee's duties, obligations, responsibilities, and conditions of employment with CCPS remain unchanged except those obligations and responsibilities specifically addressed in these procedure guidelines. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular worksite. The supervisor reserves the right to assign work as necessary at any work site.

By signing this document, the supervisor and employee acknowledge the terms of the telework option. Employees in approved telework positions who are requesting approval to continue teleworking must request it each year.

XIII. Employee's Acknowledgement

My signature acknowledges that I have read this document for teleworking and I understand the expectations and obligations associated with telework. In addition, I understand that the language in this document is presented as a temporary option that is subject to change based on the needs of the position and does not guarantee a telework option. Further, I understand that CCPS reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion.

Employees who fail to abide by these guidelines while teleworking may no longer be authorized to telework and may be required to either return to their regular work location or take leave. Violations of these procedure guidelines may subject the employee to discipline up to and including termination.

Employee Printed Name: _____ Date _____

Employee Signature: _____

Approved:

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____

Comments:

Executive Staff Printed Name: _____ Date: _____

Executive Staff Signature: _____

Origination Date:	
Issued by:	
Amended:	