

REMOTE WORK

POLICY:

The Lake Stevens School District (District) recognizes remote work as a viable alternative to traditional school work settings for some employees. The District has established this policy to guide requests for remote work and the assignments for employees who perform their official duties and responsibilities from a remote location, reflective of District needs. The District believes in-person work is necessary when providing direct services to students. The District also believes that in-person work is preferable to build and maintain positive working relationships and for employees to serve as a resource to others in the manner that the District values.

Remote work is a condition where an employee performs all or a portion of his/her job duties and responsibilities at a location other than a district-sanctioned workspace. The remote work policy allows employees to request an alternative and non-district work location for all or a portion of their work contract with the District. The Assistant Superintendent of Human Resources, in consultation with the administrator(s) responsible for supervising the remote employees, will be responsible for considering remote work requests. Requests to work remotely shall not be approved by Human Resources (HR) if the request has the effect of reducing the District's ability to maintain effective and responsive day-to-day operations.

Cross References:

Policy No. 4040: Contracts

Policy No. 4010: Personnel Recruitment, Selection, and Assignment

Policy No. 1800: Electronic Resources

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PROCEDURES:

1. The employee and his/her supervisor will discuss the employment conditions and eligibility requirements of this policy to determine if the job is appropriate for remote work.
2. The employee and his/her supervisor will assess the needs and work habits of the employee compared to traits customarily recognized as appropriate for successful remote workers.
3. The employee and his/her supervisor will discuss the physical workspace needs and the appropriate location for the remote work. By requesting a remote workspace, the employee agrees to design a workspace that is ergonomically correct and safe. Setting up the remote workspace is totally the responsibility of the employee.
4. Evaluation of a remote worker's performance will be consistent with that received by employees working on-site in both frequency and evaluation framework consistent with collective bargaining agreements.
5. An appropriate level of communication between the remote worker and his/her supervisor will be agreed to as part of the discussion and approval process. The supervisor and remote worker will communicate at a level consistent with the level of communication between the supervisor and on-site employees.

Employment Conditions

The following employment conditions will need to exist in order for an employee to be considered for remote work:

1. This remote work procedure applies to requests that have a duration of greater than two weeks.
2. Approval of remote work is dependent on a number of factors and the supervisor's recommendation to HR. Final approval of remote work shall only be granted by the Assistant Superintendent of HR.
3. An employee working remotely can be called on-site for specific days, tasks, or intermittent reasons as determined by his/her supervisor even if the day was scheduled to be a remote workday. Efforts will be made to provide reasonable, advance notice of such a change. There may be

instances when no advanced notice is possible for employees that live within a reasonable distance (as determined by HR in consultation with the employee's direct supervisor) from his/her work site location.

4. Remote work may be discontinued at any time by the District or by HR in consultation with the direct supervisor of the employee working remotely. Every effort will be made to provide a 14-day notice of such change to accommodate issues associated with the termination of a remote work assignment.
5. School-associated trips, such as field trips or approved extended trips for student activities, are not considered working remotely and are covered by other district policies and procedures.
6. Flexibility of hours may be considered for employees working remotely with prior supervisor approval.
7. Working remotely may be considered due to school or facility closures.
8. Employees may not work overtime remotely without supervisor approval.
9. Any remote work agreement must be reviewed, updated, and signed minimally on an annual basis or as conditions or circumstances change.
10. Employees must use district-issued technology and/or district networks to perform required work, including virtual conferencing and meetings.

Eligibility

Employees assigned to work at school locations are not eligible for remote work on regularly scheduled student school days during the year. Employee supervisors and HR will administer this remote work policy with individuals whose job descriptions meet the following criteria:

1. Job descriptions that do not have direct student responsibilities related to student supervision or instruction.
Positions that provide direct services to students typically will not be approved for remote work unless the direct services can be performed effectively through a synchronous environment, including the safe supervision of students.
2. Job descriptions that do not directly support on-site staff where the support is best provided in person.
3. Job duties that do not require in-person collaboration.
4. Job descriptions and duties that do not require specialized equipment or software that is only available on-site.
5. When an employee's work history shows clear evidence of acceptable job performance and a demonstrable form of productivity by the supervisor prior to the remote work request.

6. When an employee's off-site work assignment is the result of the District's development of student programs and supports that are based upon unique student needs

Remote Work Schedule

Remote work schedules are determined by supervisors in consultation with HR. While every job is different, ideally, forty percent (40%) of an employee's work time will be scheduled remotely. This is intended to mean that two (2) of the five (5) days of the work week would be worked remotely, while three (3) of the five (5) days will be worked on-site for full-time employees. This restriction does not apply to part-time employees and in such cases will be handled individually. In some situations, the forty percent (40%) requirement can be accomplished by the employee working remotely/in person for larger blocks of time in a month rather than a weekly sixty percent (60%) in-person and forty (40%) remote work split. No district employee may work remotely for more than 40% of his/her required work time during a contract year unless during a declared emergency or by specific approval of the immediate supervisor and HR.

Equipment

Employees granted a remote work arrangement will be responsible for providing the space, furniture, and peripheral technology in their remote work location. Employees will use their district-issued laptop or Chromebook device to perform job assignments and will be responsible for transport between remote and in-person work locations. Employees approved to work remotely but do not have a laptop or Chromebook device may request one through their supervisor. Employees are not permitted to remove furniture for use at a remote work site. District-owned technology can only be used at the remote work site with the approval of the employee's direct supervisor. The District will not provide or pay for additional computers, technology, internet connectivity, desks, chairs, printers, paper, or other office supplies required to perform the job successfully in a remote location. When printing is required, it will be done at a District work location.

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District will not provide technical support for an employee's remote work location.

Equipment supplied by the District is to be used for business purposes only. The remote worker must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft. Upon separation from employment, all District property must be returned. Damaged equipment will be subject to the technology policies regarding replacement that all employees are subject to.

Professional Conduct and Environment

Remote employees are expected to maintain professional attire and personal upkeep consistent with general expectations that are applied when working on site.

Remote employees are expected to present themselves and their surroundings in a professional manner when meeting with internal staff, students, parents, community members, vendors, or civic partners when speaking on the phone or attending a virtual meeting. This includes, but is not limited to, a professionally appropriate workspace shown in the background, the use of a virtual background and eliminating noise, and visual disturbances.

Information Security

Policy No. 1800 and its accompanying procedures apply to employees working on site and/or at a remote site and are consistent with the District's expectations for information security and confidentiality for all employees. All remote workers will connect to the internet through a secure connection that is password protected. Remote workers are not allowed to connect to the internet using a publicly available and open internet connection.

Additionally, remote employees will take steps to ensure the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees who work remotely are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his/her regular work duties are normally covered by Workman's Compensation in accordance with Policy No. 3820. Remote work employees are responsible for notifying the employer of such injuries within twenty-four (24) hours of the injury or as soon as practicable. The employee is liable for any injuries sustained by visitors whose visit is unrelated to his/her work-related duties.

Work Time and Leave/Vacation

While it may be acceptable in certain situations to work a flexible schedule, there should be a regular schedule that is adhered to unless prior supervisor approval is received. Employees are required to use accumulated leave when absences occur within the normally scheduled work time. Employees requesting a flexible work schedule must communicate in advance to their supervisors and it is at the discretion of the supervisors to approve or deny the requests.