

TELEWORKING POLICY

I. Purpose

Teleworking allows the employee to perform his/her essential job duties in an alternate work location and also provides the ability for the employees to work from an alternate work location for a portion of their workweek. Colorado Springs School District 11 (the District) considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Teleworking may be appropriate for some employees and positions but not for others. It is not an entitlement, a company-wide benefit, nor is it precedent-setting, and in no way changes the terms and conditions of employment with the District.

Approved telework is provided to assure that the goals and mission of the District are accomplished in a productive, thoughtful and economical manner and it will continue to provide for services to students, parents, staff and the community. The goal of this policy is to have any employee that is approved to participate in telework to continue to provide appropriate and reasonable customer service to students and the community. There are different types of teleworking requests to include “limited duration telework” and “flexible telework” (see definition below.)

II. Definitions

- A. “Telework” is defined as the satisfactory performance of the essential functions of one’s job description in an alternate work location.
- B. Limited telework is an arrangement due to an emergency situation that allows eligible District employees to work in an alternate work location outside the assigned worksite for a limited period of time. In accordance with any applicable emergency declarations, the Superintendent or her/his designees determine the circumstances under which employees may work from an alternate work location in order to continue the essential work of the District.
- C. Flexible telework is an arrangement that allows eligible employees to work both in the office and at an alternate work location depending on their schedule. The supervisor in collaboration with the employee will develop the flexible telework schedule. The department is open and accessible to employees, but with limited staff in which employees are working in a hybrid model defined as “some employees are in the office and others are teleworking.” The hybrid model for flexible teleworking does not allow for 100% teleworking, but will provide for a portion of the workweek for the employee to telework and the other portion of the workweek for the employee to work in the office.
- D. “Alternate work location” is defined as space not owned or leased by the District.
- E. “Assigned worksite” is defined as the location(s) where an employee typically works on District property.

- F. "School in session" is defined as any day that students are scheduled to be in class either in person or remotely.
- G. "Essential employee" is defined as any employee that has critical and essential job duties that must be completed for the safety, welfare and operations of the school, department, or District.

III. Policy

Teleworking does not change the duties, obligations, responsibilities, or terms and conditions of District employment. Teleworking employees must comply with all District rules, policies, practices, and instructions. A teleworking employee must perform work during scheduled telework hours. Employees may not engage in activities while working remotely that would not be permitted at the regular worksite. Teleworking employees may take care of personal business during unpaid lunch periods or breaks, as they would at the assigned worksite. An employee approved to telework must comply with District rules regarding the appropriate use of District-owned computers and the internet while an employee is teleworking, regardless of whether the employee is using District-provided or personal equipment.

IV. Eligibility

Eligibility for teleworking (limited telework or flexible telework) is based on both the position and the employee. Not every position, or every employee, may be well-suited for teleworking due to the nature of their work. Factors that are evaluated in an employee's teleworking request includes, but is not limited to:

- A. Job responsibilities. The employee and supervisor will review the policy requirements and discuss the position responsibilities/duties and determine if the position is appropriate for a teleworking arrangement. Assigning work to another employee or changing the job description significantly is not an acceptable way of determining how the responsibilities are to be completed.
- B. Employee suitability. The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers. These traits include, but are not limited to: independent, on-task, demonstrates initiative, collaborative and builds professional working relationships with others, dependable, computer literate/savvy and able to navigate new technical ways to do his/her job, student-focused, follows policies/rules, open to feedback from supervisor, requests for assistance when needed, etc.
- C. Circumstances that may prohibit teleworking:
By virtue of the nature of the position, the following types of employees may not be eligible for a flexible telework request:
 - 1. School-based employees when school is in session and/or students are present either in person or remotely;

2. School-based supervisory employees when schools are in session and/or students are present either in person or remotely;
3. The position is identified as an essential employee.

V. Work Hours

All expectations applicable at the regular worksite are applicable while teleworking. Integrity, trust and commitment to job duties is required when teleworking. In the same manner, accurate time-worked records and the completion of job duties are also a requirement for teleworkers. In this manner, the following expectations are required conditions for all employees participating in teleworking:

- A. Teleworking employees will perform designated work during scheduled work hours and be available by phone, email or virtual meetings. The employee will remain accessible and productive during scheduled work hours to include school-based learning and virtual learning, if applicable, to the position. Customer service standards to students, parents, staff and the community shall remain consistent with current reasonable customer service standards determined by school leaders and department heads.
- B. Changes or modifications to work schedules for child care, elder care, or other issues should be discussed with an employee's supervisor and an effort shall be made to support all reasonable adjustments.
- C. Employees must account for and report time spent teleworking the same way they would at the regular worksite, or according to the terms of the teleworking policy.
- D. Nonexempt employees will record all hours worked and lunch periods taken in accordance with regular timekeeping practices.
 - Any timekeeping deadlines (timesheet, half sheets, Time Clock Plus (TCP) time entry, etc.) will be completed by the identified deadlines from Human Resources (HR)/Payroll or the employee will not be paid on time for hours if not in compliance with timekeeping deadlines.
- E. Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- F. Nonexempt employees will obtain supervisor approval prior to "flexing" his/her schedule for any personal reasons or medical appointments.
- G. Any employee not available for required meetings, office hours, virtual learning, in-person learning, or work duties during his/her scheduled work hours, will report any absences into SmartFind Express (SFE), or TCP.
- H. Teleworking is not designed to be a replacement for appropriate child care. Prospective teleworkers are encouraged to discuss expectations of teleworking with family members prior to entering a teleworking arrangement. A supervisor may evaluate a teleworking agreement at any time based upon the needs of the position's job requirement.

VI. Equipment and Supplies

A teleworking agreement is intended to be cost neutral. The District will review on a case by case basis what will be provided to employees in terms of materials or supplies needed to establish an alternate worksite (computer, software, cell phone, fax, copier, etc.), and assumes no responsibility for set-up or operating costs at an alternate worksite (telephone or internet services, utilities, home maintenance, other incidental costs, etc.). The District may provide ordinary and necessary supplies and equipment to enable the employee to work from an alternate work location. Internet capabilities and security requirements must be sufficient to support remote work with no significant disruption to the employee's regular tasks as well as to be able to support the District's video conference and collaboration technologies. Any costs to support internet capabilities (to include public wifi vs. other secure wifi) at the teleworking site are the responsibility of the employee. Temporary internet hotspot access can be made available to staff from supervisor in the event of a limited duration telework situation.

VII. Security

Consistent with the organization's expectations of information security for employees working at the office, teleworking employees will be expected to ensure the protection of proprietary company information, personnel/student conversations, student records/data and any other work-related information that is accessible from their alternate work location. Steps may include the use of locked file cabinets and desks, regular password maintenance, secure workplace, and any other measures appropriate for the job and the environment.

Teleworking employees must conduct business in a confidential manner and work must be conducted in a secure environment or setting, including the use of public wifi access. All work products and the sole use of the District equipment is for the use of the employee to perform his/her duties. A teleworking employee must use caution to maintain work products and District equipment as confidential (to include ensuring confidential conversations remain confidential). Therefore, employees must lock their computers when not in use and properly store confidential information. Use of District equipment and work products by anyone other than the employee, whether with or without knowledge, may be subject to disciplinary action, up to and including a recommendation for termination.

VIII. Risk Management and Safety

Teleworking employees must report any work-related injury immediately to their supervisor and Risk Management if injured in the course of teleworking. Employees are expected to maintain their teleworking workspace in a safe manner, free from safety hazards. The District assumes no liability for damages to an employee's real or personal property resulting from teleworking, or for injuries to family members, visitors, or others that are injured within or around the employee's alternate work location.

IX. Employee Acknowledgments

- A. I have read and will follow the Teleworking Policy. The employee must discuss the teleworking request and expectations with the supervisor and obtain written approval prior to beginning any type of teleworking agreement.
- B. I understand that the Superintendent or her/his designees may enact the Limited Duration Telework Policy when warranted by emergency circumstances.
- C. I understand and acknowledge that I will be available and accessible to check District email and voicemail frequently, with the same current reasonable customer service standards provided by my supervisor and as if I am working on site.
- D. I understand and agree that I am responsible for maintaining the safety and security of District data, equipment and supplies, and maintaining the confidentiality of information while teleworking.
- E. I acknowledge that my alternate work location will comply with all health and safety requirements.
- F. I understand and agree that I may be required to come into the assigned worksite on a scheduled teleworking day when my department requires me to do so.
- G. Failure to comply with any requirements outlined in this policy may result in the immediate termination of the teleworking agreement.

Adopted May 26, 2021

CROSS REFS.: AG, Equity Policy
AH, Application of Board Policy Manual
EB and EB-R, Safety Program
EI and EI-R, Insurance and Self-Insurance Program/Risk Management
GBEE, Technology Resources and Internet Safety Responsible Use for Staff

CONTRACT REFS.: Colorado Springs Education Association Master Agreement
Education Support Professionals Meet and Confer Agreement
Executive/Professional Meet and Confer Agreement