



## PERSONNEL – MANAGEMENT AND SUPERVISORY EMPLOYEES

### BOARD POLICY – WORKING REMOTELY

BP 4313.5

The County Board of Education and the County Superintendent of Schools recognize that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the SBCEO's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the County Superintendent of Schools or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder SBCEO operations.

The opportunity to work remotely shall be entirely at the SBCEO's discretion, and no grievance or appeal right may arise from SBCEO denial of any employee request for remote work.

Employees approved for remote work shall comply with all SBCEO policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the County Superintendent of Schools or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

The SBCEO shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and Internet access. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the SBCEO in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the SBCEO and shall adhere to the SBCEO's Acceptable Use Agreement. The employee's personally owned equipment may only be used for SBCEO business when approved by the County Superintendent of Schools or designee.

Work done at a remote work location is considered official public business. SBCEO records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

Any employee working remotely shall be available during work hours to the employee’s supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

Remote work arrangements may be discontinued at any time at the discretion of the County Superintendent of Schools or designee.

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**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the County Superintendent of Schools or designee to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State**

Gov. Code 12900-12996  
Gov. Code 6250-6270  
Lab. Code 226.7  
Lab. Code 6400  
Lab. Code 6401

**Federal**

42 USC 12101-12213

**Management Resources**

Website

**Description**

Fair Employment and Housing Act  
California Public Records Act  
Mandated meal, rest, or recovery periods  
Safe and healthful employment and place of employment  
Unsafe workplace

**Description**

Equal opportunity for individuals with disabilities

**Description**

[California Department of Industrial Relations](#)

ADOPTED BY COUNTY BOARD:  
REVISED:

September 1, 2022