

Telework Procedures

Purpose

These guidelines outline procedures for eligible employees to telework when the Superintendent has determined that schools, offices, or school property must be closed due to hazardous weather conditions, an epidemic, or other unexpected or extraordinary circumstances. Telework may also be an option that allows some employees to work at home, on the road, or in a satellite location for all or part of their workweek based on their role or situation and as determined by the Superintendent. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Determination of appropriate implementation will be based upon District needs, the viability of individual roles/responsibilities and individual employee needs/requests. Telework may be appropriate for some employees and jobs but not for others. Teleworking is not an entitlement and can be discontinued at the discretion of the District. Telework is an option that allows employees to complete their duties and responsibilities from a location other than their assigned school or office.

Eligibility

The Superintendent shall determine telework eligibility and work functions of district employees during the telework period or as determined by other circumstances. Aside from medical eligibility and other considerations, ideal qualifications for telework include:

- Exhibited behaviors of self-discipline and self-motivation;
- Strong past and current job performance that meets or exceeds expectations; and
- A supervisor capable of managing a teleworker.

Not all district positions may be eligible to telework.

If telework or other work conditions are deemed necessary by the District as a result of an emergency situation and certain roles are not suited for telework or an employee is unwilling to telework the situation must be addressed with the supervisor and the human resources department. During emergency situations employees may be asked to adjust schedules and time between shifts to minimize risk, which may include a combination of telework and a staggered workday or work week.

Duration

During alternative work arrangements, BPS will monitor and consider specific guidance from federal, state and local authorities. BPS will balance its business and educational needs with the need to support the health and well-being of employees and the public. BPS may end the alternate work arrangement at any time and employees will be expected to resume regular worksite arrangements that were in place prior to the alternative work arrangement.

Equipment and Security

Human Resources, administrators, technology, and the telework employee will determine appropriate equipment, software, and technology needs. Unless otherwise determined the employee must provide his/her own furniture, telephone, internet, and other telework office essentials. If additional supply and/or equipment needs are identified, it must be first approved by the employee's supervisor. Telework employees agree to not copy BPS data or programs to any external personal devices. Telework employees will be expected to ensure, to the best of their ability, the protection of personally identifiable and confidential information accessible from their home office and are required to adhere to all of Bismarck School's information security standards.

Work Environment and Safety

The employee's remote location must be free of distractions. The employee must be accessible by email, phone or other technological means during work hours. Employees are required to attend meetings in person when directed by their supervisor. The telework employee will establish an appropriate work environment for work purposes. Ideally this will include a separate area free from distractions, including, but not limited to, children and pets. The objective is to have as professional a work environment as if they were working at any physical BPS location to the extent possible given the rapid implementation of the alternative telework arrangement. Technical support provided by the technology department will be provided remotely or on BPS premises. Injuries sustained by the employee while at their designated telework location and in conjunction with their regular work duties will be covered by the BPS Workforce Safety insurance policy. Telework employees are responsible for notifying Human Resources and their immediate supervisor of such injuries and should complete the Employee Injury Report and follow procedures found on the BPS website > Departments > Safety. The employee is liable for any injuries sustained by visitors to their work site.

Child and Elder Care

Though telework is not designed to be a replacement for appropriate child or elder care, it is acknowledged that due to possible events outside the employee's control (i.e. school closures, event cancellation, etc.) situations may develop where an employee will need to provide child or elder care during their designated work day. Although an employee's schedule may be modified to accommodate child or elder care needs, the focus of the arrangement to the extent possible should remain on job performance and meeting business and educational demands. Should the employee need schedule modifications, they shall discuss needs and expectations of the alternative telework arrangement and schedule with their supervisor and family members prior to entering into an agreement. Employees who do not feel they can adequately perform their role or meeting expectations of the telework arrangement should proactively discuss those concerns with their administrator/supervisor before entering into such an agreement.

Guidelines for Telework

The employment relationship for an employee teleworking stays the same as for employees working on-site. Compensation does not change, and employees are expected to follow existing

job requirements, contracts, district policies and procedures, and all expectations that are in effect on school property. Teleworking employees shall:

1. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved and entered into the attendance system.
2. Hourly staff are required to clock in and out. Approval for overtime must be requested and approved by the direct supervisor prior to working the overtime.
3. Promptly notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
4. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor.
5. Report, at once, to the supervisor any work-related injuries that occur in the alternative work location during work hours. Teleworking employees are covered by Workforce Safety Insurance for job-related injuries that occur in the course and scope of employment.
6. Maintain and protect equipment on loan from the district. Equipment on loan shall be used for work-related purposes only and use is governed by the district's Acceptable Use policy (ACDA).
7. Protect all data and ensure compliance with all regulations regarding confidentiality of materials. Records generated or accessed during teleworking remain subject to applicable open records laws.
8. One round-trip commute per day from the telework site to Bismarck Public Schools for required meetings would be the responsibility of the employee and not be reimbursable mileage.
9. Supervisors shall regularly check employee compliance with the teleworking procedure, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability. An employee's performance when teleworking shall be monitored in the same manner as employees at their assigned school or office.
10. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Note: All alternative work arrangements are subject to review by Human Resources and the direct supervisor. Arrangements are subject to change at any time based on federal, state and local information provided by authorities or based on specific, circumstantial reasons reviewed

by HR and each employee's direct supervisor. BPS may terminate an alternative work agreement at any time for any reason.

End of Bismarck Public School District Administrative Rule ACAA-AR2

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