REMOTE WORK

This Administrative Guideline outlines how the Superintendent will determine whether remote work is appropriate for a given position and how it will be implemented.

In recognition of the evolving work environment and the potential benefits of flexible work arrangements, Bluffton-Harrison Metropolitan School District is committed to supporting work-life balance for its employees. The following remote work provisions apply to central office and technology department classified employees.

Eligible employees may be approved to work remotely up to two days per week, provided they meet the following conditions:

- **Approval:** Remote work must be approved by the employee's direct supervisor and superintendent (or his/her designee).
- **Schedule Consistency:** Employees should establish a consistent remote work schedule, including set start and end times, to ensure availability during regular business hours.
- **Availability:** Employees must be reachable and responsive during their remote work hours.

Brief, extended remote work periods exceeding two days per week may be considered under special circumstances. These arrangements require:

- **Administrative Approval:** Extended remote work periods must be approved by the employee's direct supervisor and superintendent (or his/her designee).
- **Justification:** A clear justification for the extended remote work period, outlining the necessity and expected duration, must be provided.
- **Evaluation:** These arrangements will be subject to regular review to ensure they meet operational needs and maintain productivity standards.

Employees are responsible for setting up a conducive work environment at home. This includes:

- **Workspace:** A quiet, dedicated workspace free from distractions.
- **Equipment:** Necessary equipment and technology to perform job duties, including a computer, internet access, and any other required tools. The district may provide certain equipment as needed.

Employees must adhere to district policies on data security and confidentiality, ensuring that:

- **Data Protection:** Sensitive information is protected and not disclosed to unauthorized individuals.
- **Device Security:** Devices used for remote work are secured with appropriate security measures, such as antivirus software and strong passwords.

Remote employees are expected to maintain high levels of productivity and meet performance standards. Supervisors will monitor:

- **Task Completion:** Timely completion of tasks and projects.

- **Communication:** Regular communication with supervisors and team members to provide updates and receive feedback.
- **Productivity:** Maintenance of productivity levels comparable to on-site work.

To ensure effective communication and collaboration:

- **Meetings:** Employees must attend virtual meetings as required using district-approved platforms.
- **Reporting:** Regular progress reports must be submitted to supervisors as requested.
- **Availability:** Employees should be accessible through email, phone, and other communication tools during work hours.

The remote work arrangement will be evaluated periodically to assess its effectiveness. Adjustments may be made based on:

- **Performance Reviews:** Employee performance and productivity metrics.
- **Feedback:** Input from employees and supervisors regarding the remote work experience.
- **Operational Needs:** The district's operational requirements and any changes in work demands.

Employees must comply with all district policies and procedures while working remotely. Failure to adhere to the remote work policy may result in revocation of remote work privileges and other disciplinary actions.

Bluffton-Harrison Metropolitan School District