

SUBJECT: GUIDANCE FOR REMOTE WORK

Generally, the District believes that its goals and objectives are best served when employees work in person on District premises. However, the District recognizes that, in certain circumstances, remote working or telecommuting may be advantageous to both the employee and the District. It may also be necessary in the event of an extraordinary circumstance such as widespread illness, natural disaster, or other emergency.

When making decisions about remote working, the District will take into consideration any applicable laws, regulations, collective bargaining agreements, or existing policies and procedures. This policy will be superseded by any conflicting law, regulation, or collective bargaining agreement.

Remote Working Arrangements

Remote working is not an entitlement or a District-wide benefit. The ability to work remotely is completely at the discretion of the District. Except where specifically provided by an applicable collective bargaining agreement, employees will not be permitted to file a grievance as a result of a denial of their request to work remotely.

Upon request, an employee's supervisor, in conjunction with the Superintendent or designee, may grant an employee a full-time, part-time, or short-term remote work arrangement provided that the employee's work is able to be performed remotely and the employee has consistently demonstrated the ability to effectively work independently.

Extraordinary Circumstances

In the event of an extraordinary circumstance such as widespread illness, natural disaster, or other emergency, it may be necessary to establish remote working arrangements for some or all employees. In these circumstances, the District will notify employees of whether they are expected to work at home full-time, part-time, or not at all. The District retains the right to change the remote working arrangement for any employee at any time.

Continuity of Work

Unless specifically agreed upon, working remotely will not alter an employee's work schedule, job duties, compensation, benefits, or any other term and condition of employment. Further, while working remotely, employees will be required to remain available during their normal work hours via email, phone, or other means. Failure to respond in a reasonable time frame may result in discipline and/or termination of the remote work arrangement.

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SUBJECT: GUIDANCE FOR REMOTE WORK (Cont'd.)**Scope**

This policy applies to all employees who are authorized by the Superintendent or designee to work remotely on a full-time, part-time, or temporary basis. Remote work is a privilege, not an entitlement, and may be modified or revoked at the discretion of the District.

Authorization and Eligibility

- Remote work must be pre-approved in writing by the Superintendent or designee.
- Eligibility will be determined based on job duties, performance history, and operational needs.
- Remote work arrangements are not guaranteed and may be granted only when they do not interfere with essential services, student learning, or team collaboration.

Expectations for Remote Work**1. Work Hours and Availability**

- Employees must adhere to their established work schedule unless otherwise authorized.
- Employees are expected to be accessible by phone, email, and/or video conferencing during work hours.
- Attendance at required virtual or in-person meetings is mandatory.

2. Productivity and Accountability

- Employees must maintain productivity standards equivalent to on-site work.
- Work progress should be documented and reported as directed by supervisors.
- Employees may be required to submit daily or weekly work logs.

3. Use of District-Owned Technology

- District-issued hardware, software, and communication platforms must be used for all work-related activities.
- Personal devices should only be used with supervisor approval and must comply with District data security policies.
- Employees are responsible for the appropriate care, use, and security of District-issued equipment.

4. Data Security and Confidentiality

- Employees must protect student, staff, and District information in compliance with FERPA, HIPAA, and District policies.
- Confidential materials must not be accessed, discussed, or shared in unsecured settings.
- Remote access to District systems must use approved secure connections (e.g., VPN, encrypted login).

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SUBJECT: GUIDANCE FOR REMOTE WORK (Cont'd.)

5. Work Environment

- Employees should maintain a dedicated workspace that is quiet, safe, and free from distractions.
- Remote work should not be used as a substitute for dependent care. Employees are expected to have childcare or eldercare arrangements in place.

6. Communication and Collaboration

- Staff are expected to remain engaged with supervisors, colleagues, and students as required.
- Communication should be professional, timely, and respectful.
- Employees must use approved district communication platforms for work-related correspondence.

Restrictions

- Unauthorized recording of virtual meetings is prohibited.
- Use of remote work to engage in outside employment during scheduled hours is strictly forbidden.
- District property may not be used for personal business.

Evaluation and Termination of Remote Work

- Supervisors will regularly review the effectiveness of remote work arrangements.
- The District reserves the right to modify or terminate remote work at any time.
- Employees who fail to comply with this policy may be subject to disciplinary action.

Adoption Date: 11/18/25