

Personnel - Certified/Non-Certified

Remote Work

The Board of Education (Board) recognizes that providing staff members the flexibility of working remotely may be necessary at times when widespread illness, a declared pandemic health emergency, natural disasters or other roadblocks interrupt the District's ability to conduct school and/or business on a regular basis. An authority outside the school district may, in addition to the Board and/or the Superintendent, direct school closures. In addition, the Board understands and supports the belief that during normal times of operation, it may be beneficial to have some staff members, with appropriate approval, fulfill their professional responsibilities by working remotely.

Remote work is not considered an entitlement, or a benefit. Remote work, for purposes of this policy, is defined as the performance of the essential functions of one's job description in a work location other than their assigned school or office. In addition, remote work may be used when the completion of special project work requiring minimal interruptions is approved by the Superintendent or their designee.

Working remotely does not change in any manner the terms and conditions of employment with the New London Board of Education. Any change in the terms and conditions of employment shall be made a part of a Memorandum of Understanding (MOU) between the Board and the applicable employee bargaining unit.

Remote work will cease when determined by the Superintendent or their designee.

Eligibility

Staff will be permitted to work remotely, when deemed appropriate and necessary at those times identified by the Superintendent of Schools or their designee. Circumstances warranting such off-site work shall include, but not be limited to, situations of widespread illness, declared pandemic, lengthy school closures, natural disaster, innovative instructional opportunities, or other identification as made by the Superintendent.

Central Office staff may be eligible for remote work as determined by the Superintendent.

Availability

Employees working from a remote location shall be available to fulfill their professional responsibilities for a period of time not to exceed the length of the regular school day or workday.

Staff working from a remote location will check their district/school email and voice mail and shall be available to students and families during all regular work hours.

Responsiveness

It is the Board's expectation that remote work takes place during the identified workday as outlined above. An employee's performance when working remotely will be monitored in the

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Responsiveness (cont.)

same manner as all employees at their assigned school or office. It is expected that staff working during this time respond in a timely manner to requests for information and be productive employees. Lack of responsiveness on the part of the employee may result in termination of remote work responsibilities.

Productivity Measurement

The work location must be free of distractions, as much as possible, and the employee must be accessible by email and/or phone during work hours. Employee productivity will be measured on time spent on tasks and projects, response to emails, response to parents/vendors, and overall efficiency in project and task completion.

Equipment Required

The District will provide a technology device for those who require remote work. The Board urges caution in accessing the Internet from public places and in accessing information and content from networks outside of the District's service. Utilizing the internet from public WIFI is strongly discouraged in order to prevent compromising critical and sensitive student information and/or financial information. District technology support will continue to be available as needed.

Guidelines for Remote Work

1. Remote work may not be used in lieu of taking sick leave.
2. Employees approved for remote work must comply with all District policies and administrative regulations/procedures including contracts and work schedules, and meet all evaluation performance standards.
3. Work-related injuries that occur in the alternate work location must be reported to the supervisor and require adherence to the worker's compensation guidelines.
4. Employees are responsible for maintaining and protecting 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.
5. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: August 26, 2024