



School District of Shiocton

COVID-19 Remote Work Guidelines

All employees of the School District of Shiocton (“District”) who engage in remote work during this COVID-19 National Health Emergency must follow these remote work guidelines. Remote work arrangements, also known as work from home or telework arrangements, are temporary and will be allowed based upon need as determined by the District. Remote working is a privilege and not a benefit or right. Remote working may be terminated at any time and for any reason at the District’s discretion. Every effort will be made to provide advance notice of such change to accommodate issues that may arise from the termination of a remote working arrangement. However, there may be instances when no notice is possible.

Remote work arrangements will be approved on an individualized, as-needed basis and will be made on a non-precedent setting basis. Certain positions may not be eligible for remote work based on the nature of the required job duties. Employees who are granted approval to remote work shall enter into an individual remote work agreement with the District.

A. District Policies Remain in Effect

Employees who work remotely must continue to abide by all District policies and procedures, including those found in the Employee Handbook and in Board policy. Failure to do so may result in discipline, up to and including termination.

B. Performance Expectations and Work Schedules

An employee who remote works must meet the District’s standards of professionalism in terms of communication, job responsibilities, and work output. Engaging in remote work does not lower or change the amount of time an employee is expected to work, and performance expectations will not change due to remote working. District employees who are remote working are expected to be working and available during their standard scheduled work hours. Employees must be available via telephone, email, and virtually by teleconference/videoconference (i.e. ZOOM) at all times during their scheduled workday. At the discretion of the employee’s supervisor, an employee may be asked to work from their customary District worksite if needed.

Employees who remote work must discuss with their supervisor the hours they are expected to work and any other standards. Once the District has approved a remote working arrangement, the remote working employee is responsible for maintaining regular contact with his or her supervisor to ensure the supervisor is kept apprised of all necessary events or information. Remote working employees are expected to respond as soon as possible, but no later than during the same workday, to any communications from their supervisor.

Remote working is not a replacement for taking a sick day or days when the Employee is ill and otherwise would not be able to teach students in-person. The Employee may participate in the

Remote Work Agreement if s/he is quarantined due to “close contact” status and/or is asymptomatic or otherwise not showing symptoms the like of which would ordinarily cause the Employee to be out of the physical classroom or use a sick day. The purpose of the Remote Work Agreement is to afford the healthy, non-symptomatic employee the opportunity to continue to conduct his/her instruction via remote means. Where the Employee is exhibiting symptoms that would interfere with his/her ability to conduct instruction, then s/he is expected to take a sick day and provide substitute plans.

Remote working is not a replacement for appropriate childcare or an opportunity to do activities other than the District’s work during regular working hours. Unless authorized by the employee’s supervisor, employees may not perform remote work on a flex schedule. A remote working employee must remain focused on job performance and meeting the needs of the District and its students. Prospective remote workers are encouraged to discuss expectations of remote working with family members prior to engaging in remote working.

When work conditions change and employees are again able to be present at their worksite, remote work arrangements will cease and employees will be expected to resume daily presence, unless otherwise expressly authorized in advance by their supervisor.

C. Technology Support

The District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote working arrangement. Any equipment supplied by the District remains the property of the District and will be maintained by the District. The employee will maintain any equipment supplied by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the District is to be used for District-business purposes only. **Computer and other remote work equipment may be accessed, and used, only by the District’s employee who is performing the remote work and only for purposes related to work.** Employees are prohibited from allowing family members, or any other individuals, to access District property that is being used for remote work. This includes, but is not limited to, District-supplied device, any related hardware or software, and any District records.

Employees should check their work phone messages while remote working. Instructions on how to access work phone messages remotely are available here: [Phone System](#).

Employees’ access and connection to the District’s network(s) may be monitored and there should be no expectation of privacy while using District equipment or network(s).

D. Workspace

Employees should have a suitable work space at their telecommuting location. Any costs incurred by the employee to create a workspace for remote working are done at the employee’s expense and will not be reimbursed by the District. The District is not responsible for operating costs, home maintenance, or other incidental costs (e.g., utilities, telephone, internet, etc.) incurred by employees in the use of their homes as remote working alternate work locations.

E. Security

Consistent with the District's expectations of information security for employees working at their assigned school or other District location, remote working employees are expected to protect and maintain the confidentiality of District information while remote working, including student records, personnel information, and any other proprietary documents or information. Remote working employees are required to take steps to ensure such protection including, but not limited to, properly securing all District documents or records from unauthorized disclosure or damage, regular password maintenance, locking the screen of the District-issued device when not in use, and any other measures appropriate for the job and the environment.

All remote working employees are expected to maintain student confidentiality in accordance with the Family Educational Rights and Privacy Act ("FERPA").

F. Safety

Employees are required to maintain their home workspace free from safety hazards. The District's safety policies must be followed while remote working. Telecommuting employees are responsible for immediately notifying their supervisor of any injury incurred in the course of employment at the employee's remote work location in accordance with the District's worker's compensation procedures and to complete any required forms. The District bears no responsibility or liability for any injuries or damages sustained by visitors to the remote work site. The District assumes no responsibility for any activity, damages, or injury that is not directly associated with, or resulting from, the remote working employee's performance of standard job duties. The District shall not be liable for any damages to the remote working employee's personal or real property while the employee is working at the remote work location.

G. Time Worked

All remote working employees shall conform to established District policies and procedures as they relate to work hours, including overtime and leave usage.

Non-exempt employees (i.e. employees who are not exempt from the overtime requirements of the Fair Labor Standards Act) will be required to accurately record all hours worked using the District's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote working privilege and/or disciplinary action, up to and including termination.