

## TELEWORK PROCEDURES

In certain limited circumstances, the Alleghany Highlands Public Schools (AHPS) may, in its sole discretion, allow, an employee to work remotely, or telework, from a location other than the employee's normal work site or office to ensure the goals and mission of AHPS are accomplished in a productive, thoughtful, and economical manner. Telework is not an entitlement provided for employees' convenience, but rather must be authorized by an employee's supervisor in conjunction with approval from the Superintendent/designee.

The following policy describes the organizational responsibilities and protocols that facilitate telework.

### I. DEFINITIONS

- A. Alternate Work Location: a site where work is performed other than the employee's normal work location. This may be an employee's home or other location.
- B. Regular Work Location: a site where a supervisor would usually/regularly assign work to be completed. This is generally a building owned or leased by AHPS. It may be separate from where a majority of the school/department's employees work.
- C. Telework: Work arrangements that allow for remote working from an approved alternate worksite one (1) or more days a week, and do not alter the employee's duties and work performed. Less frequent or variable teleworking (*i.e.* during a period of recuperation from illness) may be approved when the arrangements meet both business and individual needs.

### II. RESPONSIBILITIES

#### A. Department of Technology

Manages AHPS's technology, information security infrastructure, and provides technology support for teleworkers.

#### B. Principals/ Designees

Responsible for approving and implementing telework arrangements, as practicable, in their schools/departments and in accordance with the AHPS's policies, procedures, and guidelines.

In order to support employee remote working, employees may need to possess AHPS property. Supervisors should consider the availability and cost of such items when determining the feasibility of supporting that need when considering and supporting a remote working request. GAB, *Acceptable Computer System Use* addresses employee possession of AHPS materials and equipment.

### C. Employees

The employee understands that telework is not an employee benefit, entitlement, or right. It should be recognized that not all positions in the AHPS will have the ability to telework due to job expectations. Further, telework is not a substitute for childcare or other dependent care. Telework arrangements may not be used in lieu of taking leave without prior authorization from the employee's supervisor.

When teleworking, the employee is responsible for following AHPS's policies, procedures, and guidelines including:

1. Keeping informed of the AHPS's telework practices and procedures;
2. Remaining accessible to students, coworkers, and supervisors during regular business hours or as directed by the supervisor;
3. Planning and organizing tasks for telework for efficiency and productivity; and
4. Tracking the work performed and reporting results to the supervisor.

### D. Human Resources

The Department of Human Resources (HR) will require signed telework agreements outlining the terms and conditions of any telework arrangement. The Superintendent/designee may also approve individual or unique arrangements upon conferral with the supervisor.

## III. GUIDELINES

When establishing a remote working arrangement, the supervisor and employee must ensure the regular and alternate work locations are clearly agreed upon and understood. The regular work location, where the majority of the work is performed, for individual employees may be a remote site, depending on the frequency of use. Teleworking should be for a predetermined limited period. As work needs change, the supervisor may require the employee to return to the assigned work site. An employee who is unable to report to the assigned work site may be subject to termination of employment.

### A. Position Restrictions

1. Certain jobs, based on the nature of responsibilities, are not generally eligible for telework. Those jobs may include:
  - a. School-based employees when schools are in session.
  - b. Other positions that require the employee to be physically present to complete the work.
2. Notwithstanding the policy requirements for permission to telework, an employee may, however, be permitted or directed to telework on an ad hoc

basis under the direction of the supervisor and/or the superintendent/designee.

Examples of when such telework arrangements may be appropriate include, but are not limited to:

- a. When an employee would otherwise be required to report to work during an emergency or weather-related school/building closing;
- b. When schools are closed for break, an employee may periodically be authorized to telework on an agreed-upon schedule;
- c. During unusual circumstances such as, but not limited to, construction, accident, natural disaster, or health-related crisis that makes the primary worksite inaccessible/uninhabitable; and
- d. When students are not scheduled to be in school and the employee would otherwise be expected to report to their assigned regular work location.

#### B. Work Schedule

Employee's work hours and location must be approved by the supervisor. Any deviations to the work hours at the request of the employee must be submitted to the supervisor in writing and receive supervisor approval.

All provisions of the telework arrangement apply regardless of the number of hours teleworked or the teleworking schedule.

#### C. Salary and Benefits

Telework is not a basis for changing salary or benefits.

#### D. Time and Attendance

Time and attendance when teleworking is recorded in the same manner as it is when reporting to the school/department. Employees must abide by the AHPS policies and regulations governing leave and overtime. Failure to obtain approval for leave and/or overtime may result in termination of the teleworking arrangement and/or disciplinary action. Non-exempt employees who are teleworking will use the designated time and attendance method/system to account for time worked.

#### E. Equipment and Supplies

AHPS-owned equipment and supplies may be used at the alternate work site, with supervisor approval.

Department of Technology personnel provide support for AHPS equipment to the extent possible in a remote working environment, but cannot provide technical support for integrations with, or troubleshooting of, personally owned equipment. In lieu of taking additional equipment to the alternate worksite, supervisors and employees should consider the manner in which work can be performed electronically to limit the need for additional equipment as much as reasonably possible. The employee is responsible for safely transporting and installing AHPS equipment in home or other alternate worksites

and returning it to the Department of Technology for service, repair, and/or when no longer needed.

The employee must take reasonable and prudent precautions to protect school equipment against damage, loss, or abuse while in the employee's care, custody, and control. AHPS equipment that requires repair or service must follow the normal service request process, and teleworkers are responsible for bringing equipment to the Department of Technology or other designated AHPS location for repair/service as necessary. AHPS assumes no responsibility for personally owned equipment and will not service or repair such equipment.

#### F. Records

The employee should follow standard AHPS data retention and data security policies, whether working on AHPS premises or remotely. The employee will ensure backup of data used in a remote working location and apply approved safeguards to protect department records from unauthorized disclosure or damage. In order to maintain data security and privacy, telework must be performed over a secured, firewall protected internet connection. Work done at the alternate work site is considered official AHPS business. All records, papers, and correspondence must be safeguarded and returned to the official location immediately on request, as well as at the end of the teleworking arrangement.

If the employee will be away from the teleworking site during a period when AHPS is open, the employee shall make advance arrangements with the supervisor for access to records, in the event they may be needed. Automated files are considered official records and must be protected from unauthorized use or disclosure.

#### G. No AHPS Liability

AHPS will not be responsible for damages or losses that occur to the employee's equipment and real property resulting from participation in a telework arrangement. Employees may not use personal residences as a place of business to receive customers or students.

#### H. Workers' Compensation and Associated Medical Leave

The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternate work site and to comply with AHPS policies covering on-the-job injury.

#### I. Reimbursement

AHPS will not be responsible for operating costs, home maintenance, insurance, or any other incidental costs (e.g. electricity, water, internet service, etc.) whatsoever, associated with the use of the employee's residence as a telework site.

#### J. Work Area

The employee shall maintain safe and secure conditions in the designated alternate work site.

#### K. Telephone and Email Accessibility

The employee shall ensure telephone and email accessibility during scheduled work hours or as specified by the employee's supervisor.

#### L. Employee Check-In

Employee must be available during the working hours designated by the supervisor. The supervisor may require the employee to check-in with the supervisor/designee at the start of the workday and/or during the workday.

#### M. Work Assignments

The employee will complete all assigned work according to work procedures and deadlines as the supervisor may direct. The employee may be required to attend meetings and/or training virtually or in-person. Supervisors should give as much notice as possible when this is to occur.

#### N. Exiting the Program

The employee or supervisor may end the employee's participation in telework at any time. The supervisor may terminate the telework arrangement immediately if the employee violates the provisions of this regulation or the supervisor determines that there is a work situation or requirement which necessitates immediate termination

Approved by School Board February 13, 2023

