

Policy Name: Remote Work
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: This policy outlines the District's position on remote work arrangements for full-time and regular part-time employees who are eligible for remote work.

Reference: None applicable

Definitions of Remote Work Categories:

Transitional: A consistent remote work schedule for no more than two days per week for an approved duration to accommodate situations such as but not limited to a relocation period after accepting a position with the District or moving.

Temporary: Three months or less in duration (may be eligible for extension) when an employee cannot physically work in the office. This would be considered reasonable accommodation for specific situations such as but not limited to recovering from an injury, surgery, major illness, etc.

Case-by-case: As an exception to the norm, situations will come up in employees' personal lives that may be accommodated, such as but not limited to minor illness, day care issues, pet issues, home repairs, and early or late appointments. May also be utilized by an employee performing a task requiring uninterrupted focus.

Emergency/service interruption: When situations cause travel to the office to be difficult or service interruptions preclude the ability to work from the office such as but not limited to inclement weather, power outages, and access issues.

Policy:

While the District supports some flexibility, the District requires in-office collaboration as a priority to foster teamwork and productivity. In almost every case, positions eligible for remote work are those that work on a computer for some portion of their regular workday and therefore not all District positions are eligible for remote work. Employees in eligible positions may request permission to work remotely in certain situations. Remote work privileges are a significant exception to District expectations and are granted at the discretion of the District. This policy applies to an employee working from any place outside of their physical office space.

Remote work will only be considered where it has been clearly identified that one or more of the following applies:

- Remote work would enhance or maintain an employee's personal productivity.
- The employee's role is one that can be done remotely in an effective way.
- There is a demonstrable benefit to the District.
- There is a health and safety issue associated with working in the office (e.g. inclement weather, illness, etc.).

Remote work will require the following:

- There is no security of data or privacy concern.
- The employee's infrastructure/internet speed is suitable to complete the work.

Approval Process for Remote Work

1. Employees will submit a request for remote work to their supervisor.
 - a. For **transitional** or **temporary** remote work:
 - i. Employees are expected to make the request at least two weeks in advance.
 - ii. The request must be approved by the supervisor and the executive director.
 - b. For **case-by-case** remote work:
 - i. Employees are expected to make the request as soon as they become aware of the situation.
 - ii. It is expected that if remote work is approved in this type of situation, that employees will use some leave hours to offset the interruption to the normal workday.
 - iii. Employees must notify their supervisors of which hours they are not working.
 - iv. The request may be approved by the supervisor unless it is ongoing for more than two days, in which case it must also be approved by the executive director.
 - c. For **emergency/service interruption** remote work:
 - i. It is acknowledged that in these rare instances it may be necessary for employees to request remote work at the time of the event.
 - ii. The request must be approved by the supervisor and the executive director.
2. If an employee's direct supervisor is absent for any reason (e.g. illness or vacation) remote work requests will be directed up the chain of command.
3. All remote work requests shall include:
 - a. The reason for requesting remote work (*employees are advised not to disclose sensitive or detailed medical or personal information that they would not be comfortable having released in a public records request*).
 - b. Details on how the employee plans to remain productive and accessible during the remote work period.
4. The supervisor and the executive director will evaluate requests based on workload, District needs, and the employee's past adherence to remote work expectations.
5. Remote work is not available to employees that are currently in a counseling or performance-based review.

Expectations for Remote Work

1. Employees must maintain clear and consistent communication with all District staff during remote work.
2. During remote work employees shall communicate to all District staff that they are available remotely. (example: set Teams classification)
3. Work hours, availability, and productivity shall remain consistent with in-office standards and hours.
4. Employees are responsible for ensuring they have a suitable remote work environment with reliable and appropriately robust internet access and necessary equipment.
5. The District will not pay for or reimburse for internet service for remote work or office equipment purchased for personal use.
6. Employees who are approved for remote work are responsible for the care and prompt return of all District property and safeguarding of the information contained within that property which may be sensitive.

Remote work requests may be denied or privileges revoked for reasons such as but not limited to an employee failing to meet productivity or communication expectations.