

REMOTE WORK

Code **EBC-R(2)** Issued **9/20**

In limited situations that necessitate the closure of school and/or district buildings or otherwise disrupt normal operations (e.g. natural disasters, pandemics, etc.), the board authorizes the superintendent to temporarily permit district staff the flexibility of working remotely to provide instruction and to conduct other district business. Such remote work is not an entitlement and in no way changes the terms and conditions of any staff member's employment with the district.

Eligibility

As determined by the superintendent, the essential work functions of some positions may not permit eligibility for remote work (e.g. bus drivers, cafeteria staff, maintenance staff, etc.).

For the duration of the remote work period, staff must, to the extent practicable, comply with all district policies and procedures, including contracts and work schedules, and must meet all evaluation performance standards, as appropriate.

Pay

All non-exempt staff members who work remotely will be paid for hours worked at their regular hourly rate of pay. Overtime must be approved in advance. Exempt staff members will receive their regular pay, as appropriate.

Remote work may not be used in lieu of taking sick or personal leave. Such leave should be requested as necessary by contacting your direct supervisor.

Availability and Productivity

Staff members are expected to maintain work productivity and prioritize district business during the workday.

Staff members will be responsive during their scheduled work hours and must be accessible by email and/or phone during these hours unless otherwise approved in advance by your direct supervisor.

Staff members are required to attend meetings as directed by their supervisor, whether such meetings are held virtually or in-person, and will make themselves available to attend such scheduled work meetings as requested.

Work Location and Safety

Staff members are responsible for notifying the district in a timely manner of any injuries they may sustain while at their remote work location and in conjunction with their regular work duties in accordance with the district's workers' compensation procedures (see policy GBGD, *Workers' Compensation*, for more information).

Technology

To the extent that the district provides technology devices to those staff members engaging in remote work, the use of such devices is governed by the district's acceptable use policies. Staff members are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality. Staff engaging in remote work may be held liable for damage to district technology caused by negligence.

Technology support will continue to be available, to the extent practicable, and staff members should contact the district technology director for support.

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Note that the district does not cover the cost of home Internet, phone, or printing supplies and does not insure personal technology.

Cessation of Remote Work

Remote work will cease when determined appropriate by the superintendent and/or at the direction of the board. At such time, staff members will be expected to immediately report to their physical work site. Every effort will be made to give reasonable advance notice of cessation of remote work; however, there may be instances when notice is not possible.

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