

4.11 TELEWORKING POLICY

Teleworking, or telecommuting, is the concept of working from home or another location on a full-time or part-time basis. Teleworking is not a universal employee benefit. Rather, it is an alternative method of meeting the needs of the Scholars Academy as warranted by particular circumstances. Working remotely does not change in any manner the terms and conditions of employment with the Scholars' Academy.

This policy is not intended to supersede relevant state and federal laws regarding employee work conditions such as ADA accommodations. This policy is only intended to provide a consistent process and work expectation for employees as a basis of administrative decisions on granting work time away from the building.

Eligibility

Teleworking, especially for teachers and instructional staff, is not ideal and not all employees will be eligible to telework. The decision whether to allow an employee to telework is at the sole discretion of the Executive Director. The Executive Director may exercise its discretion to allow an employee the opportunity to telework under the following circumstances:

- i. state mandated closure of the school building;
- ii. teacher work days; and
- iii. extraordinary circumstances.

All teleworking arrangements must be approved in writing by the Executive Director in advance. Except as prohibited by applicable law, the Executive Director has the right to refuse to make teleworking available to any employee and to terminate a teleworking arrangement at any time in their sole discretion.

Notwithstanding anything to the contrary herein, except for any closures mandated by law, any widespread teleworking arrangement may only be established and terminated as direct by a majority vote of the Board of Directors.

Policies

Teleworking employees must comply with all Scholars Academy rules, practices, policies and instructions, and meet all evaluation performance standards while teleworking. Nothing in this policy shall be construed to alter any other term or condition of employment or any other Scholars Academy policies, contracts or agreements.

Compensation and Work Hours

The teleworking employee's compensation, benefits, work status and work responsibilities will not change when teleworking unless the employee is notified in writing of such change. The amount of time the employee is expected to work per day or pay period will not change as a result of teleworking. However, schedules and hours may change depending on Scholars Academy's needs and expectations.

Equipment and Tools

Scholars Academy may provide specific tools and equipment for the employee to perform their current duties. This may include a computer/laptop, computer hardware and software, and other applicable equipment and teaching materials as deemed necessary by Scholars Academy leadership (collectively, "**School Equipment**"). Scholars Academy may provide training and instructions for teleworking. Employees are expected to assist in problem-solving any challenges they have while teleworking and work with their supervisor and school leadership when such issues arise.

The use of School Equipment for teleworking is limited to authorized persons. School Equipment shall be used for work-related purposes only and is governed by Scholars Academy policies, including its information security and acceptable use policies. Compliance with Scholars Academy policies may be monitored or audited through or by the School Equipment. Employees are responsible for maintaining and protecting the School Equipment in good condition and repair, except normal wear and tear. Scholars Academy will provide for repairs to School Equipment. Upon request of the Executive Director, the teleworking employee shall promptly return any and all School Equipment and any other Scholars Academy materials, including without limitation, any data and student records, to Scholars Academy.

When the employee uses their own equipment, the employee is responsible for maintenance and repair of that equipment. Scholars Academy accepts no responsibility for damage or repairs to employee-owned equipment.

Dedicated Workspace and Privacy

The teleworking employee shall designate a workspace within the remote work location for performing their work and for placement and installation of School Equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and School Equipment. The workspace shall be professional, appropriate and conducive to audio and visual interactions with students, families and co-workers.

Any Scholars Academy materials taken home shall be kept in the designated work area at home and not be made accessible to others. This is particularly important when such materials include student or family information or other information that could be deemed confidential. Employees are responsible for protecting all information and ensuring compliance with all policies regarding confidentiality of information and data, including video recordings.

For the avoidance of doubt, no provision in this policy shall supersede Scholars Academy Internet Use and Acceptable Use Policy, nor any federal, state or other governing body's privacy laws.

Office Supplies

Scholars Academy will provide any needed office supplies. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior written approval in accordance with the Scholars Academy's fiscal policies.

Workers Compensation

During work hours and while performing work functions in the designated work area of the home, the teleworking employee may be protected by applicable workers compensation laws.

Liability

Scholars Academy is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

Dependent/Child Care

Scholars Academy recognizes the challenges of teleworking. However, it is important that the teleworking employee prioritizes and performs their work while teleworking. This means that teleworking is not a substitute for dependent care. The focus of the teleworking arrangement must remain on job performance and meeting Scholars Academy's needs.

Taxes

It is the teleworking employee's responsibility to determine any income tax implications of maintaining a home office area. Scholars Academy will not provide tax guidance nor will Scholars Academy assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Communication

Teleworking employees must be available by phone, teleconference (audio and video) and email during working hours. Scholars Academy will not pay for work-related data, internet or communication charges.

Attire and Conduct

Teleworking employees shall continue to conduct themselves in a professional manner while work remotely. Teleworking employees must dress appropriately as per Scholars Academy policies during work time, especially when conducting classes, meetings or communications using video.

Tracking Time Worked

Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will not be required to record hours and will be paid according to their employment arrangement with Scholars Academy. Hours worked in excess of the requirements per the employee's employment arrangement with Scholars Academy requires the advance written approval of the Executive Director.

For exempt teleworking employees, Scholars Academy will set work expectations and accountability measures, which may differ based on position, grade level and subject matter. In addition, exempt employees may be required to track productivity.

Time off/Leave/Sick Time

All teleworking employees shall continue to comply with Scholars Academy's time off, leave and sick time policies. Reporting expectations under such policies shall continue to remain in effect with any modifications being communicated by school leadership.

Adopted: April 27, 2020

Amended: February 27, 2023