

The Academy of Alameda

Temporary Remote Work Policy

Due to the nature of the organization's operations, employees are typically expected to report to the physical campus as scheduled during regular operations. In light of recent events surrounding the COVID-19 global pandemic, the schools may have to modify its operations. In such instances, employees may be permitted or required to work from home on a temporary basis. Because the schools provide an essential service, it may require an employee to work on site as necessary for school operations during any remote work period.

Eligibility

In order for employees to be eligible to work remotely and on a temporary basis, the employee must have advanced specific written authorization from their supervisor due to modifications to operations due to COVID-19.

Conditions of Remote Work

The conditions of remote work include, but are not limited to the following:

- Availability: As a condition to working on a remote basis, the employee must be available for contact via telephone and email and perform work during their normal scheduled hours. Unless expressly authorized by their supervisor, non-exempt employees do not have permission to work at any time outside of their scheduled hours. If an employee will not be available for work during their normal hours, the employee must notify and obtain advanced approval from their supervisor.
- Timekeeping Requirements: Non-exempt employees working remotely must comply with The Academy of Alameda's timekeeping and meal and rest period policies while working remotely. Specifically, employees must accurately record all hours worked remotely in The Academy of Alameda's timekeeping system. This means employees must record all times the employee begins, stops, or resumes working remotely. Non-exempt employees are also required to take a meal period while working remotely in accordance with The Academy of Alameda policies and must accurately record the start and stop times of each meal period. Employees are not required to record the times of any rest periods. If an employee forgets to record any hours worked or the start and stop times of meal periods or experiences any issues with taking required meal or rest periods, the employee must immediately report these issues to Summer Hottinger, Director of HR.
- Compliance With The Academy of Alameda Policies: Employees must comply with all AoA policies and procedures while working remotely, including, but not limited to, all policies and procedures governing Employee's use of The Academy of Alameda's electronic communications and computer systems and Confidential Information, including but not limited to student information.
- Leave of Absence. Employees must request and obtain written approval for any leave taken in the same manner as though the employee were not working remotely.
- Security Measures. Employees must continue to follow approved safeguards in order to protect the data, property, records and assets of the organization. All work products done at the home work area will be treated in the same manner as work products from the school's primary location and are the property of The Academy of Alameda. All records, computer files, and correspondence must be safeguarded for return to the organization's primary location. Computer

files must be regularly backed up and saved. All school property, unless otherwise specifically authorized by a supervisor, must be returned to the school's primary location upon the employee's conclusion of the remote work period.

- Travel. Employees must remain available to be physically present at the work site as needed by school operations. Employees may not work remotely from other states or locations which prevent physical presence without written permission.

Expense Reimbursement

Any reasonable expenses necessarily incurred by employees as a result of being required to work from home (as opposed to being permitted to work from home) will be reimbursed by The Academy of Alameda by payment of a \$50 monthly stipend. Such expenses may include a reasonable percentage of internet and phone expenses. If an employee believes that the designated stipend is insufficient to reimburse the employee for all reasonable expenses necessarily incurred as a result of remote work, the employee must immediately report any expense issues to the employee's immediate Supervisor. Employees will be required to submit documentation to support any request for reimbursement of expenses that exceeds the stipend amount.

An employee's ability to work remotely remains at the sole and absolute discretion of The Academy of Alameda. As with all of its policies and procedures, The Academy of Alameda reserves the right to modify, alter, or otherwise amend this policy at its sole and absolute discretion.