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**EXTERNAL COUNTY EMPLOYMENT POLICY**

Excel Academy Charter Schools (EACS) adopts this policy to outline the parameters in which external county employment work accommodations may be approved. The purpose of this policy is to define the expectations and responsibilities of applicable parties while maintaining efficiency for the school.

Employees must provide sixty (60) days' written notice to the Director of Human Resources if they plan to move outside of the appropriate servicing counties of Excel Academy Charter Schools. Employees who move outside of the schools servicing counties may be subject to disciplinary actions up to termination from their at-will employment.

Additionally, other than attending professional development, conferences or training, employees may not perform any work out of state without prior written approval from the School, as this may require the School to treat the employee as an out of state worker and subject the School to the employment laws of the out of state location.

Employees who remain domiciled in California (i.e. military orders or transfers where residency is maintained in California) may not be considered to be external county employees, subject to the laws of the state in which the employee resides.

**External County Employment Request & Approval Process**

The approval of each external county employment accommodation shall be made on a case-by-case basis at the discretion and recommendation from the Executive Director to the Board of Directors. The School reserves the right to approve or deny any external county employment request based on the nature of the position and the assurance of successful remote effectiveness. External county employment might not be feasible within some departments or for certain positions within the School.

**Eligibility**

In order for external county work to be considered, the employee must successfully complete a probationary period as determined by the School that's typically measured with an employee probationary evaluations. The Executive Director with approval from the Board of Directors; must determine that the work can be successfully completed out of county and cannot cause any inconvenience or hardship to the School.

If the employee is granted employment in an external county, they shall be permitted to work under the following conditions:

- The nature of the work to be performed is operationally feasible

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- In the event of required in-person scheduled events, conferences, and meetings the employee must be willing to travel. These required employer scheduled events will be determined by the Executive Director and can be added and removed at the Executive Directors discretion
- The employee must abide by the employer's set working hours regardless of their time zone location.
- The employee will be required to remain available for communication via phone and email regardless of timezone zone.
- The overall quality and quantity of work performed remains within the School's standards throughout external county work accommodations the employee agrees to adhere to all existing and future policies provided by the School throughout the duration of their external county employment arrangement, including safety expectations and timekeeping expectations, and meal and rest breaks if applicable
- The employee acknowledges that failure to follow the School's existing and future policies, rules, and procedures may result in termination of the remote work arrangement and/or disciplinary action

A complete list of expectations and eligibility criteria will be provided to the employee by the human resources department. Under unique circumstances (pandemics, inclement weather, etc) exceptions to these eligibility requirements may be made at the discretion of the school. In the event of unique unforeseeable circumstances, the staff member should anticipate coverage options to be available in their absence.

**Travel Expenses and Reimbursements**

As a California public school, Excel Academy is a steward of public funds; this may include justifying the necessity for staffing that may be located outside of our servicing counties. In order to retain and obtain highly qualified staff in certain positions it may be required to extend accommodation to staff outside of our servicing counties. The justification of necessity is recommended by the Executive Director and must be approved by the Board of Directors.

Required work related travel expenses should always follow Excel Academy Charter Schools travel policies and the most financially responsible options for transportation and lodging must be utilized. All travel budgets in relation to out of county travel will be analyzed annually to justify sustainability of accommodation.