**BP 113 WORKING REMOTELY**

The Board of Trustees recognizes that working remotely at home or another alternative location will be necessary when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to conduct operations effectively. Full-time, part-time, or short-term remote work arrangements may also be granted by the Superintendent or designee to an individual employee or department upon request, provided that the position(s) is(are) suitable for remote work, the employee(s) has consistently demonstrated the ability to work independently and meet performance expectations. The work arrangement helps and does not hinder district operations.

(Handbook– Safety Plan)

The opportunity to work remotely shall be entirely at the District's discretion and require Board Approval. Departments requiring assignments to be performed from home must return all technology and files upon dismissal or release. Furniture and office Supplies, items under $800, will be surpluses upon release or dismissal. Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change an employee's compensation, benefits, or other terms and conditions of employment.

(BP 111 -Compensation)

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within the regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks and shall keep accurate records of their work hours. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a safe location and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace in connection with their employment as soon as practically possible in accordance with Board policy.

The district may provide employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, as necessary, a technology device and support allocating Internet access. Executive employees may be required to conduct meetings, and business engagements from their homes; items needed to support these tasks are included in the fore mentioned list. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district to safeguard confidential information. Employees shall be responsible for maintaining and protecting equipment on loan from the district and shall adhere to the district's Acceptable Use Agreement.

The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

(Handbook - Employee Use of Technology)

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

(AR 311 -Access to District Records)

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Legal Reference:

GOVERNMENT CODE

6250-6270 California Public Records Act

12900-12996 Fair Employment and Housing Act

LABOR CODE

226.7 Mandated meal, rest, or recovery periods

6400 Safe and healthful employment and place of employment

6401 Unsafe workplace

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

Management Resources:

WEB SITES

California Department of Industrial Relations: [http://www.dir.ca.gov](http://www.dir.ca.gov/)