

InterMountain ESD Remote TeleWork Procedure

What does this procedure cover?

"Remote TeleWork" is an arrangement between an eligible staff member and IMESD that permits the staff member to work outside the office on regularly specified days over an extended period in an approved remote telework-site. These arrangements must be evaluated and approved by the staff member's supervisor. IMESD supports remote telework during the COVID-19 pandemic but does not generally allow indefinite, full-time remote telework arrangements.

How does IMESD evaluate requests for remote telework?

Remote TeleWork is available to eligible staff members at IMESD's discretion, upon evaluation and approval by the staff member's Director, the Director of Human Resources and the Assistant Superintendent. Remote TeleWork is not guaranteed. In evaluating an application for remote telework, the IMESD will consider a number of factors, including but not limited to the following non-exhaustive list:

- whether the staff member's job duties are suitable for remote telework;
- the eligible staff member's demonstrated self-direction, communication and responsiveness, motivation, attendance history, hours reporting, break schedule compliance, and general time management skills;
- how reduced in-person interaction would affect the staff member's ability to collaborate effectively with others in the IMESD;
- whether the conditions and equipment of the proposed remote telework site are conducive to remote telework; and
- whether the proposed schedule is suitable for effective remote telework.

How does the IMESD formalize approval of remote telework?

IMESD must approve an application/agreement for remote telework in a document signed by the staff member's Director, Director of Human Resources and Assistant Superintendent. The agreement document must specify the approved conditions for the remote telework. It may alter any of the required standard conditions of remote telework outlined in this procedure if the IMESD considers it necessary for efficient business operations in the specific case. Eligible staff members who are approved for remote telework must also sign the approval document before beginning work.

IMESD retains the right to end the remote telework at any time and for any reason, including but not limited to the work needs of the IMESD or the remote teleworker's failure to maintain positive performance.

What are IMESD's required conditions for remote telework?

Compensation and Benefits: The remote teleworker's compensation and benefits remain the same as if there were no remote work.

IMESD's Policies and Quality of Work: All work must be performed according to the same high standards as would normally be expected at the IMESD's offices/classrooms . All IMESD policies, rules, and practices apply at the remote teleworksite. Failure to follow any applicable policy, rules, and practices may result in termination of the remote telework agreement and/or in disciplinary action.

Hours of Work: The remote worker will have regularly scheduled work hours agreed on with the supervisor (the "defined work hours"). The defined work hours must comply with all applicable employment laws. The schedule will reflect the status of the employee as either Exempt or Non-Exempt. A remote teleworker who wishes to take leave from work must request leave in the same manner as other workers.

Time Recording: The remote teleworker must record all work time, whether performed at the primary IMESD office/School Site or at a remote telework site, according to the IMESD 's existing policy and procedure.

Availability and Attendance: The remote teleworker must be available to respond to work-related communication during the defined work hours. The remote teleworker must attend job-related meetings and training sessions as required by their director. Remote attendance, whether by telephone or videoconference, at job-related meetings and training sessions must be preapproved by their director. The remote teleworker may not hold any in-person meetings with co-workers, clients, or vendors at the remote teleworksite. The remote teleworker will not be paid for time or mileage involved in travel between the remote tele-worksite and the IMESD's offices/classrooms.

Personal Business: Remote teleworkers may not perform personal business during defined work hours.

Equipment: IMESD will provide the remote teleworker with the equipment that it determines to be reasonably necessary, such as a computer/device, docking station, telephone, monitor(s), keyboard, and mouse. Any IMESD electronic equipment, including a computer/device, must be connected to a surge protector whenever it is plugged in. The remote teleworkers must provide their own office furniture. If auxiliary office equipment is needed, IMESD may provide it on a case-by-case basis as the IMESD determines to be reasonably necessary. The setup of equipment must be done by the remote worker. IMESD's Information Technology ("IT") Department will provide general instructions regarding the setup of equipment, and the remote teleworker may call the IT team with questions about troubleshooting through the setup process. Members of the IMESD's IT team will not go to the remote workplace to setup equipment or other offsite support.

Office Supplies: IMESD will provide any necessary office supplies. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed.

Incidental Costs: All incidental costs, such as cleaning and maintenance services and residential utility costs (including Internet access), are the remote teleworker's responsibility.

Technology and Data Security: All equipment supplied by the IMESD must be maintained according to IMESD policies established by IMESD's IT Department and Information Technology Director. In particular, the remote teleworker must make any IMESD computer/device available for update according to IMESD IT procedures or as requested by an IMESD IT representative.

The remote teleworker must maintain the same security and confidentiality as is required for work performed at the IMESD's offices/classroom. Restricted-access or confidential material may not be taken out of the IMESD's offices or accessed through a computer unless approved in advance by their Director. The remote teleworker must ensure that nonemployees do not access the IMESD's data, in either print or electronic form.

The remote teleworker must make every effort to minimize use of paper documents that may contain restricted-access or confidential information. If the remote teleworker must use paper documents, they must maintain a secure, locked location for those documents when they are not in use. The remote teleworker must also ensure that destruction of confidential documents, if needed, is performed in a manner that meets the IMESD's security standards. This may require the remote worker to transport confidential documents to the IMESD for secure shredding.

Injuries: Workers' compensation may cover a remote teleworker's job-related injuries that occur at the remote worksite during the defined work hours. If the remote teleworker is injured at the remote telework-site during the defined work hours, the employee must immediately report the injury to their supervisor. Workers' compensation does not apply to non-job-related injuries that might occur at the remote telework-site. The IMESD does not assume responsibility for injury to any persons other than the remote teleworker at the remote telework-site.

Inspections: In case of injury, theft (including breaches), loss, or tort liability related to remote telework, the remote teleworker must allow agents of the IMESD to investigate and/or inspect the remote telework-site.

**IMESD Staff Member
Remote TeleWork Request**

Staff Member's Name

Staff Member's Title

Staff Member's Director

Staff Member's Director's Title

1. What date would the proposed remote telework begin?
2. What date would the proposed remote telework end (end date not to exceed 3 months from start date)?
3. What days and hours would you work at the remote telework site?
4. What days and hours would you work in the IMESD's physical offices and/or school sites?
5. Describe the proposed remote telework site. How will you set up your work area.
6. What equipment are you asking the IMESD to provide?
7. What equipment will you provide?
8. How will you communicate during work hours (e-mail, telephone, etc.)?

I request to telework remotely as described above. I have read and understand IMESD's Remote TeleWork Procedure, and I agree to abide by IMESD's required conditions for remote telework if my request for remote telework is granted.

Staff Member's Signature

Date

**IMESD Staff Member
Remote TeleWork Approval**

Staff Member's Name

Staff Member's Title

1. Remote telework start/end dates (end date not to exceed 3 months from start date):
2. Approved remote tele-worksite:
3. The staff member may work at the remote tele-worksite during the following days/hours:
4. The staff member will continue to work in IMESD's offices during the following days/hours:
5. IMESD will provide the following equipment:
6. The staff member will provide the following equipment:
7. The staff member will use the following methods to communicate during work hours:
8. The staff member will respond to requests during normal working hours in the following manner:
9. Does the IMESD intend to alter any of the standard conditions of remote work that are outlined in the Remote TeleWork Procedure? ____ No ____ Yes. If yes, in what way?

The staff member may telework remotely as outlined above. The conditions in the IMESD's Remote TeleWork Procedure apply unless specifically altered above.

Director's Signature

Date

Director of Human Resources' Signature

Date

Assistant Superintendent

Date

I agree to the approved remote telework outlined above. I have read and understand the IMESD's Remote TeleWork Procedure, and I agree to abide by IMESD's required conditions for remote telework.

Staff Member's Signature

Date