



Pender County Schools

COVID-19 Employee Temporary Telework Agreement

The spread of coronavirus disease 2019 (“COVID-19”) continues to substantially impact our State and nation, and the situation continues to rapidly grow and evolve. On December 31, 2020, the Families First Coronavirus Response Act expired and the leave acts (Emergency Paid Sick Leave Act and the Expanded Family Medical Leave Act) offered under this act also ended.

In an effort to ensure the continuity of student instruction, Pender County Schools is offering **limited temporary** teleworking opportunities for designated employees whose physical presence on campus is not required to perform the essential functions of their jobs during a period of exclusion, isolation or quarantine. Employees temporarily teleworking are required to work during their normal school hours and complete the essential functions of their job and other duties as outlined below. The specific assigned duties of each employee may be amended from time to time by their direct supervisor as needed to reflect the evolving needs of the school system during this emergency.

All temporary teleworking employees are required to complete this COVID-19 Employee Temporary Telework Agreement. Please return this signed agreement to your direct supervisor.

Employee Temporary Telework Information

Employee Name:	
School:	
Job Title:	
Supervisor:	
Location where telework will be performed:	
Employee phone number:	
Teleworking Start Date:	
Teleworking End Date:	

I. Term of Agreement

- a. I understand that this Agreement shall become effective as of the date signed by the supervisor, below, and shall remain in full force and effect until otherwise determined by Pender County Schools.
- b. I understand and agree that my failure to comply with this Agreement may result in appropriate disciplinary action.

II. Standards and Performance

- a. I agree that I will follow all policies and procedures established by Pender County Board of Education as well as all guidance and directives from PCS Administration.
- b. I agree to return to my school and/or other work location(s) at the conclusion of my exclusion, quarantine or isolation period.

III. Assigned Duties

- a. I understand that the expectation for this telework arrangement is that I will effectively accomplish my assigned job duties, regardless of my work location. I agree to perform all assigned duties which shall include, but not be limited to, the following:
 - i. Monitor my e-learning portals and respond in a timely and efficient manner;
 - ii. Monitor my PCS e-mail and web-based platforms used by PCS for updates from school district administration, staff, parents and students;
 - iii. Be available during school hours to complete assigned tasks;
 - iv. Appropriately plan and administer e-learning opportunities for students;
 - v. Ongoing student/family communication;
 - vi. Completion of online district professional development and related assignments;
 - vii. Curriculum development and lesson planning;
 - viii. [INSERT AND/OR ATTACH ADDITIONAL DUTIES] _____

IV. Health and Safety

- a. I agree to make health and safety of myself and others a top priority during this COVID-19 emergency, which includes maintaining appropriate personal hygiene, observing social distancing, and other necessary measures.
- b. I agree to notify my direct supervisor and Dr. Alfredia Moore, Executive Director for Human Resources, via telephone and email, immediately if I or a member of my household exhibits COVID-19 symptoms, as outlined in the Center for Disease Control guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and as they may be updated or revised.

- c. I agree that if I experience COVID-19-related symptoms, that I will not physically report to work until cleared by a medical professional. If I am unable to perform my assigned duties due to illness, I will follow existing PCS leave policies and procedures.

V. Workspace

- a. I agree to designate a workspace within my remote work location and maintain this workspace in a safe condition. I understand the importance of maintaining a designated workspace that is free from distractions to the extent practicable.
- b. I agree that any school district materials taken home will be securely maintained in the designated workspace.

VI. Equipment and Supplies

- a. I agree to appropriately use and protect any and all PCS equipment in accordance with Board policy during this emergency, including but not limited to Board Policies 3220 Technology in the Educational Program, 3225-4312-7320 Technology Responsible Use, 3226-4205 Internet Safety, 3226-4205 R&P Internet Safety, and 3227/7322 Web Page Development.
- b. I agree to install and update my district-issued devices in a timely and efficient manner to maximize my ability to serve students and the school district and maintain cybersecurity.
- c. I agree to promptly notify school district Information Technology professionals of internet connectivity issues and/or any issues I am having with my school district issued devices or work-related programs.
- d. I agree that if I use my personal devices to conduct school business, said use must be done in a safe and productive manner, and in compliance with Board Policy.
- e. I agree that if I need office supplies, I will follow existing policies and procedures to obtain them.

VII. Compensation and Benefits

- a. I understand that my salary, benefits, and insurance coverage are not impacted by the telework agreement, unless or until notified by the school district.
- b. If I am a PCS employee who is entitled to earn overtime pay, I understand and agree that any overtime must be approved by my supervisor in advance. I further understand and agree that failing to obtain proper approval for overtime work may result in my removal from teleworking and/or other appropriate action.

Employee's Signature: _____

Date: _____

NOTE: Email verification of agreement by employee will be accepted as valid signature

Supervisor's Signature: _____

Date: _____