

## TELEWORK PROCEDURE

### Purpose

These guidelines outline procedures for eligible employees to telework on a temporary basis, when the Superintendent has determined that schools, offices, or school property must be closed or operating at a limited staff capacity due to hazardous weather conditions, an epidemic, or other unexpected or extraordinary circumstances. Teleworking is not an entitlement. It is an option that allows employees to complete their duties and responsibilities from a location other than their assigned school or office.

### Eligibility

The Superintendent shall determine telework eligibility and work functions of district employees during the telework period. Not all district positions may be eligible to telework.

### Work Location

The employee's remote location must be free of distractions. The employee must be accessible by email, phone or other technological means during work hours. Employees are required to attend meetings in person when directed by their supervisor.

### Guidelines for Telework

The employment relationship for an employee teleworking stays the same as for employees working on-site. Compensation does not change, and employees are expected to follow existing job requirements, contracts, district policies and procedures, and all expectations that are in effect on school property. Teleworking employees shall:

1. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved.
2. Promptly notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
3. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor. For overtime eligible employees, certain activities, such as travel to and from required meetings that occur during scheduled work time, are included as hours worked.
4. Report, at once, to the supervisor any work-related injuries that occur in the alternative work location during work hours. Teleworking employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment.
5. Maintain and protect equipment on loan from the District. Equipment on loan shall be used for work-related purposes only and use is governed by the district's Acceptable Use policy (ACDA).
6. Protect all data and ensure compliance with all regulations regarding confidentiality of materials. Records generated or accessed during teleworking remain subject to applicable open records laws.
7. Work and Call logs must be filled out daily in accordance with guidelines set by the Superintendent and building principals.

**REGULATION**

Descriptor Code: ACAA-AR

Supervisors shall regularly check employee compliance with the teleworking procedure, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability. An employee's performance when teleworking shall be monitored in the same manner as employees at their assigned school or office.

**End of Warwick School District #29 Administrative Regulation ACAA-AR**