

PROFESSIONAL EMPLOYEE WORK-FROM-HOME  
ADMINISTRATIVE REGULATIONS

Purpose Statement:

The purpose of these regulations is to establish criteria and guidelines for work-from-home scenarios for professional employees in the event of quarantine or isolation for the individual is necessitated due to a federal, state, or local order or under the advisement of their health care provider, and it is feasible for the professional employee to perform the essential functions of their position remotely. The conditions outlined in these regulations may also be applied in the event of a temporary transition to remote learning due to community healthy conditions, staffing shortages, or other need as determined by the school district.

Period of Applicability:

The regulations set force in this document are only in effect during a time where federal, state, or local orders are in place due to a health emergency or pandemic and whereas the Superintendent has determined it appropriate to implement these regulations. The Superintendent has the authority and discretion to initiate the execution of these regulations and establish a timeline for their expiration.

The period of applicability begins from the date these administrative regulations have been developed and when initiated by the Superintendent. Work-from-home days will not be granted retroactively to employees who utilized leave time for eligible reasons prior to the development of these administrative regulations.

Employee Eligibility:

In the event that these regulations are initiated by the Superintendent, one or more of the following criteria must be met in order for a Professional Employee to be eligible to work from home:

- 1) Individual is subject to a federal, state, or local quarantine
- 2) Individual has been advised by a healthcare provider to self-quarantine
- 3) Individual is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- 4) Individual is caring for a household member or individual subject to a quarantine order or who has been advised by a healthcare provider to self-quarantine
- 5) Individual is caring for a son or daughter whose school or place of care is closed due to COVID-19 related reasons
- 6) Individual is experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor

Professional Employees who meet the eligibility criteria will be considered for approval to work from home so long as the following conditions are met:

- 1) The essential functions of the position, including the delivery of instruction and delivery of service, can be fulfilled by working remotely.
- 2) The individual employee is healthy enough to complete required work from home.
- 3) The individual employee has access to and is willing to utilize personal telecommunication devices (i.e. cellular phone) and personal networks (i.e. cellular data plan; Wi-Fi connection) to conduct remote work.

- 4) The individual employee has not already exhausted the maximum number of allowed work-from-home days for the school year (if the District is currently in a hybrid or face-to-face model)
- 5) Appropriate documentation is provided to verify the eligibility criteria.
- 6) The Superintendent may revoke work-from-home status at any time due to responsibilities not being fulfilled or if it is considered ineffective.

#### Work-From-Home (i.e. Remote Work) Approval Process:

##### **During Full Face-to-Face or Hybrid Instructional Model:**

- 1) All eligible employees will be allowed to utilize a total of ten (10) work-from-home days in a single school year as long as the current instructional delivery model of the District is Face-to-Face or Hybrid. No more than five (5) of these days can be used consecutively for a single quarantine or isolation order. For example, if an employee is required to quarantine for 14 days, the employee would be allowed to work remotely for five (5) of those days. However, said employee would be able to utilize up to five additional work from home days if subsequent situations would arise during the school year which would require them to quarantine.
- 2) Once an employee is made aware of the need to quarantine or isolate, they should communicate to their Principal or direct supervisor their intention to work from home as soon as feasibly possible.
- 3) The Principal or designee will enter the substitute request into Frontline using the absence reason 'Other Duties' in order to secure a substitute for supervision on the physical classroom setting during the work from home period. If a substitute cannot be secured, the building Principal or designee must ensure classroom coverage through other means.
- 4) The Principal or designee should immediately notify the Administrative Assistant for Human Resources so that the work-from-home can be documented and tracked in the FIS system. Work from home days will be documented as a miscellaneous absence with "Quarantine; Work From Home" noted in the notes section of FIS.

##### **During Full Distance Learning Instructional Model:**

- 1) If the District were to be in a full distance learning instructional model, there will be no limit on the total number of work-from-home days that an individual employee can utilize during the course of the school year, so long as the eligibility criteria are met. However, for each occurrence which would necessitate an employee work from home, the need to continue the work-from-home agreement will be re-evaluate a minimum of every fifteen (15) work days.
- 2) Once an employee is made aware of the need to quarantine or isolate, they should communicate to their Principal or direct supervisor their intentions to work from home as soon as feasibly possible.
- 3) The Principal or designee will enter the substitute request into Frontline using the absence reason 'Other Duties'. 'No Substitute Needed' should be indicated when making the request in Frontline.
- 4) The Principal or designee should immediately notify the Administrative Assistant for Human Resources so that the work-from-home can be documented and tracked in the FIS system. Work from home days will be documented as a miscellaneous absence with "Quarantine; Work From Home" noted in the notes section of FIS.

#### Establishing a Remote Work Plan:

- 1) Professional employees working from home must adhere to all District policies, procedures, and contractual obligations, and are still under the supervision of their immediate supervisor and building level administrators.

- 2) Professional employees will follow and maintain their daily work schedule including the delivery of all instruction and/or services at their scheduled times, attending scheduled meetings (remotely), and other obligations and duties unless alternative plans are arranged by building-level administration.
- 3) Prior to beginning a work-from-home program, the approved employee and building-level administration will be responsible for the following:
  - a. Determining the means by which the employee will connect into their classroom for instruction (Ensuring technology is set up to allow for connectivity on the school's end, Securing any additional technology or equipment needed for connectivity in the classroom, etc.)
  - b. Developing a plan to accommodate any job functions or duties/responsibilities that cannot be completed remotely during the period of remote work (ex- Coming on site during non-work hours, reassigning other duties, shifting assigned coverages that may be scheduled, etc.)
  - c. Developing a communication plan that explains how the work-from-home arrangement will be communicated to students, parents, and other staff members
- 4) Professional employees working from home are expected to maintain timely communication with parents, students, colleagues, and administration via email, phone, etc.
- 5) Professional employees working from home are expected to participate in all collaborative planning (faculty meetings, department meetings, grade level planning meetings, etc.) and are responsible for making arrangements to connect virtually to these meetings utilizing a teleconferencing technology (i.e. Zoom, Google Hangouts, etc.).
- 6) Professional employees working from home are expected to comply with professional dress standards and establish an area clear of distractions/interruptions when meeting with students, parents, or colleagues during their contracted day.