

# Flexible Work Arrangement Procedure

**\*\*DRAFT\*\***

## **Introduction**

Flexible work refers to any schedule different from Red Wing Public Schools' standard operating hours or any work location other than the employee's usual physical location. Flexible work may include flex time, compressed workweek, and alternate work locations.

## **General Statement of Procedure**

1. This procedure is to provide work flexibility options for staff who can complete or may need to complete the essential functions of their position all or in part through flexible work.
2. Eligibility for flexible work and work schedules will be approved and determined by building administration in consultation with the Superintendent and/or the Human Resources Manager.
3. Flexible work schedules may be short or long-term depending on individual circumstances.
4. The District reserves the right to terminate a flexible work arrangement at any time without agreement from the affected employee(s).
5. Flexible work requests due to disability are referred to the Section 504/ADA Officers.

## **Expectations/Responsibilities**

1. Employees must take reasonable steps to ensure the confidentiality of electronic and other work-related information per District policies and procedures.
2. Employees will be expected to maintain the same level of security for all confidential data and provide for themselves a space for private or confidential conversations at any and all locations.
3. Employees must maintain the usual standards of work and be at least as productive as if they were working in their usual physical location.
4. All Red Wing Public Schools District Policies remain in effect as long as the employee is performing the essential functions of their position no matter the location.