

## **LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 4000 - PERSONNEL**

### **RESIDENCY AND REMOTE WORK**

**AR 4180/4280/4380**

**Note: This model policy is adopted from a policy created by the Dillingham City School District.**

#### **Purpose**

To establish a process by which the District may allow an employee to work from home or another approved location on a full-time or part-time basis, hereafter referred to as “remote work” or “telecommuting.”

The District requires its employees to report to their designated work location. However, the Superintendent may decide that the best candidate for a certificated or administrative position may not reside or plan to reside within the boundaries of the district. Pursuant to BP 4180/4280/4380, the Superintendent may seek approval from the Board to hire or continue the employment of such a candidate.

#### **Procedure**

Any employee seeking remote work or telecommuting must enter into a written Remote Work Agreement (attached). A request for remote work or telecommuting will be evaluated based upon the following factors:

- The essential job duties of the employee’s position;
- The employee’s reasonable likelihood to be able to successfully perform the essential job duties and responsibilities from an alternate work site; and
- The supervisor’s reasonable likelihood to ensure the employee completion of the essential job duties and responsibilities at an alternate worksite.

Remote work or telecommuting is not designed to be a substitute for childcare or care of a dependent family member. Any employee approved for remote work or telecommuting is obligated to perform the essential job duties and responsibilities of the employee’s position.

A remote work agreement must be in writing, and signed by the employee, their immediate supervisor, and be approved by the Superintendent. The agreement must specify the number of days and hours worked each week. During working hours, the employee shall be accessible by phone and email within a reasonable time period during the agreed upon work schedule based on Alaska Standard Time. The district will not pay for voice and/or data communication charges.

Unless otherwise specified in the written agreement, a remote work employee is responsible for providing office equipment and workspace and is responsible for maintenance and repair of any office equipment. Any district materials in the alternate work site remain the property of the district and must be kept secure and confidential. Any materials containing student records or

personnel records must be maintained in a lockable file cabinet or other location that cannot be accessed by any family, guests, or other occupants at the approved alternate worksite.

The district retains the right to inspect remote work site locations for the purpose of determining that the site is secure and safe, and that the employee is performing the essential job duties and responsibilities of the employee's position and complying with the terms of the remote work agreement.

Out-of-pocket expenses for office supplies will not be reimbursed unless the employee obtains prior, written authorization from a supervisor.

The district assumes no liability for injuries occurring in the employee's approved alternate worksite outside the agreed-upon work hours. The district is not liable for loss, destruction, or injury that may occur in or to a remote work employee's alternate work site. This includes family members, visitors, or others that may become injured within or around a remote work employee's alternate work site.

It is the responsibility of a remote work employee to determine any income tax implications of a remote work agreement. The district will not provide tax guidance to remote work employees and does not assume any additional tax liabilities through the approval of a remote work agreement. All employees are encouraged to consult with a qualified tax professional to discuss any potential income tax implications from remote work agreements.

*Adopted 01/2026*

Lake and Peninsula School District

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# THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive  
King Salmon, AK 99613  
907-313-3841

1617 S Industrial Way #1  
Palmer, AK 99645  
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## LPSD Remote Work Agreement

Remote work situations are those in which work is performed at a location other than an LPSD school site or office. Remote work is a voluntary agreement between the District and the employee. The Remote Agreement should be reviewed periodically. It is recommended the review coincide with the annual performance evaluation. The Remote Work Agreement may be discontinued at any time by either party with three (3) days advance written notice.

<b>Employee Name:</b>	<b>Position:</b>
<b>Supervisor:</b>	<b>Department:</b>

1. This agreement begins on \_\_\_\_\_ and continues until \_\_\_\_\_.
2. Days and hours the employee is normally expected to be physically present at a LPSD location (subject to change with or without notice to meet operational needs):

<b>Days</b>	<b>Hours (AKT)</b>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

3. The remote worker will work from the following remote worksite(s), include address, city, state, zip:




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4. Recognizing that effective communication is essential for this arrangement to be successful, the remote worker agrees to be available during the assigned business hours of \_\_\_\_\_ to \_\_\_\_\_ (AKT). The remote worker agrees to respond in a prompt manner as they would at an onsite location. Employee-initiated schedule changes must be discussed and approved in advance by their supervisor. The remote worker agrees to maintain regular communication with the remote worker's supervisor and colleagues, including but not limited to:
  - Email: The remote work will regularly check the worker's LPSD email account and respond to emails in a timely manner.
  - Meetings: The remote work may be required to attend virtual meetings, video conferences, or in-person meetings when necessary.
5. The duties, obligations, responsibilities and conditions of the remote worker's employment with the District remain unchanged. Employees are expected to meet the same performance standards as otherwise required at a designated LPSD location.
6. The remote worker agrees to seek advance approval by the supervisor to change the terms of the work schedule or for use of sick leave, personal leave, or any other leave of absence in accordance with District policies and procedures.
7. The remote worker agrees to maintain a safe and ergonomically-sound work environment. LPSD is not responsible for any costs associated with setup of an alternate worksite, including any tax, insurance, and/or other legal implications for the approved alternate worksite. LPSD is not responsible for injury to any other person or to property arising out of the use or activities in the approved alternate workplace. The remote worker shall hold LPSD harmless for injuries to others or damage to property at the approved alternate workplace. The remote worker shall not hold in-person business visits or meetings at the approved alternate worksite. No persons may visit the alternate worksite for LPSD purposes without prior written approval of the remote worker's supervisor.
8. If the remote worker incurs an injury arising out of the course and scope of the assigned job duties while working at home/alternate site, the workers' compensation provisions in place for the state in which the remote worker is working will apply as applicable. The



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remote worker must notify the supervisor immediately and complete all necessary and/or requested documents regarding the reported injury.

9. Alternate worksite equipment and technology shall generally be provided by the remote worker. In the event that equipment and/or technology is provided by LPSD, such equipment and/or technology shall be used by the remote worker exclusively for LPSD business.. The remote worker is expected to provide reasonable care of LPSD equipment and technology. Any loss or damage of LPSD's equipment and/or technology must be immediately reported to remote worker's supervisor.

The remote worker will return LPSD equipment, technology, records, and materials, upon request and/or termination of the remote work agreement. The remote worker may be responsible for any costs necessary to return, repair or replace LPSD property. If LPSD property is not returned upon request, at the end of the telework agreement or upon termination, the remote work shall be responsible for all costs to replace any such property.

While working at the approved alternate work site, the remote worker shall maintain confidentiality of LPSD records in accordance with LPSD Policies and Procedures. This requirement includes proper storage and securing of LPSD files and records. All equipment, records, and materials provided by the District shall remain on District property, or in a secure location in the remote worker's work location.

10. The remote worker will implement good information security practices in the home-office or alternative work site setting, and will notify his/her supervisor when security matters arise.

11. The District retains the right to modify, suspend, or end the agreement for any reason including, but not limited to, an employee request supported by the supervisor, as a result of District necessity, a change in operational need, or if the employee fails to fulfill job expectations to a satisfactory level.

12. The remote worker agrees to the following additional specific expectations, if any.



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By effect of my below signature, I understand that LPSD is under no obligation to approve a request or proposal for a remote work agreement. The decision to approve or allow Remote Work is at the discretion of my supervisor. This agreement and work schedules are subject to ongoing review and may be modified or terminated **at any time** based on performance concerns, or evolving District needs.

**Employees in breach of this work agreement are subject to disciplinary action..**

*\*I have read and understand this agreement. I agree to the provisions set forth in this agreement.*

*Employee Signature:*

*Date* \_\_\_\_\_

*Supervisor Signature:*

*Date* \_\_\_\_\_

*Superintendent or Designee Signature:*

*Date* \_\_\_\_\_