

TELECOMMUTING POLICY REMOTE WORK

1. Purpose

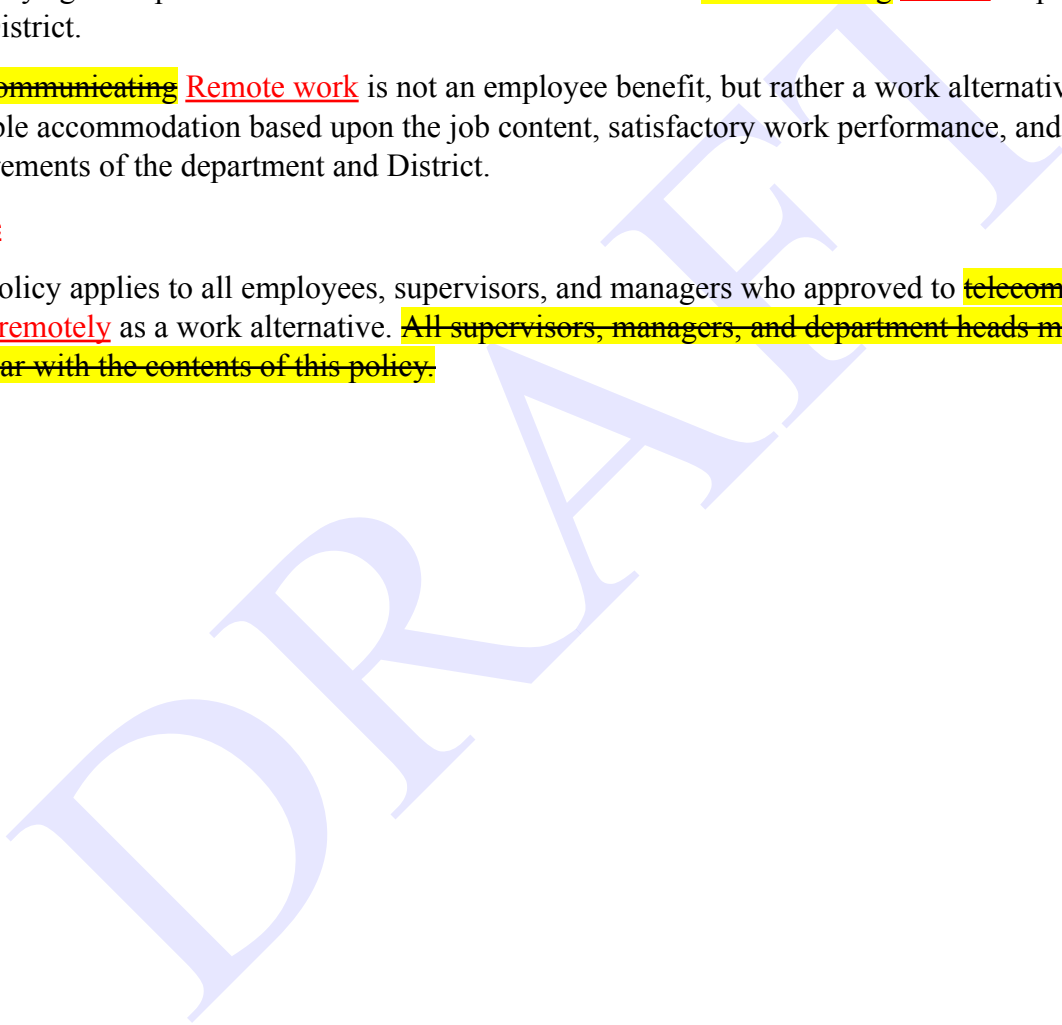
The purpose of this policy is to define the telecommuting remote work program of the District and the guidelines under which it will operate.

Telecommuting remote work is defined as working at an alternate worksite that is away from the main or primary worksite typically used by the District. Telecommuting remote work is a mutually agreed upon alternative work location between the telecommuting remote employee and District.

Telecommunicating Remote work is not an employee benefit, but rather a work alternative or possible accommodation based upon the job content, satisfactory work performance, and work requirements of the department and District.

2. Scope

The policy applies to all employees, supervisors, and managers who approved to telecommute work remotely as a work alternative. All supervisors, managers, and department heads must be familiar with the contents of this policy.



TELECOMMUTING POLICY REMOTE WORK - ADMINISTRATIVE REGULATIONS

1. Requesting Permission to Telecommute Work Remotely

- a. An employee who wishes to request a telecommuting remote work arrangement shall submit a written request for approval to his/her the direct administrator/supervisor. The form shall be approved by the appropriate department head administrator/supervisor before the employee may telecommute work remotely. There may be some circumstances in which select employees are directed by District administration to work remotely if working at the traditional work site is not practicable due to an emergency, including but not limited to, public health concerns related to communicable diseases, natural disasters, or extreme weather events. Employees who are directed to work remotely due to an emergency may be exempted from the written request and the EEO Officer or ADA coordinator approval process.

Note: Employees requesting telecommuting remote work as an ADA reasonable accommodation shall make such request to their supervisor and the EEO Officer or ADA coordinator as applicable.

2. Employee Rights and Responsibilities

- a. Except as specified in this policy or agreed to in the individual telecommuting remote work agreement signed by the employee, employee rights and responsibilities are not affected by participating in telecommuting remote work. An employee's compensation, benefits, and expected total number of hours worked will not change regardless of work location.
- b. No benefits provided by the District are enhanced or abridged by the implementation of a telecommuting remote work agreement. All forms of telecommuting remote work imply an employee-District relationship. The employee is expected to adhere to all of the same policies, regulations, and performance expectations established for all employees of the District.
- c. Telecommuting Remote work employees must keep their supervisor informed of progress on assignments worked on at the alternative worksite, including any problems they may experience while telecommuting working remotely. The employee must generate a synopsis of activities and accomplishments for the workday in a prescribed format, if requested. Methods of planning and monitoring the work shall be at the discretion of the administrator/supervisor, department head, and/or District.

- d. Office needs will take precedence over telecommute days remote work time. An employee must forgo telecommuting working remotely if needed in the office on the regularly scheduled telecommuting remote work day time.
- e. The employee is responsible for providing an appropriate workspace, including all necessary equipment not otherwise provided by the District to perform their normal job functions, unless otherwise stated in the written agreement. Employees who are directed to work remotely due to an emergency may be supplied with necessary equipment by the District. Equipment supplied by the District is to be used for business purposes only. Any additional financial burden resulting from the telecommuting remote work arrangement is solely the responsibility of the employee unless the arrangement is identified as an ADA reasonable accommodation, in which case the situation will be addressed individually.
- f. Employees must notify their direct supervisor of any changes to their standard workweek (e.g., sickness, health care provider visits, annual leave).
- g. Telecommuting Remote work is not intended to serve as a substitute for child or adult care. If children or adults, in need of primary care, are in the alternate work location during the employees' work hours, some other individual must be present to provide care. Exceptions may be allowed on a limited basis due to emergencies at the discretion of the administrator/supervisor.

3. District Rights and Responsibilities

- a. Participation in a telecommuting remote work agreement is at the sole discretion of the District, unless utilized as a reasonable accommodation under ADA. Except as specified in this policy or agreed to in the individual telecommuting remote work agreement, District rights are not affected by an employee's participation in telecommuting remote work.
- b. The District will determine the methods of planning, monitoring, receiving, and reporting the employee's activity and accomplishment. The District must manage the work of employees in their area of responsibility and assure that employees receive the assistance they need to accomplish their responsibilities.
- c. The employees will be given as much advance notice as possible if they will be needed in the office on the regularly scheduled telecommuting remote work day.

- d. Each telecommuting remote work agreement will be discussed and renewed at least annually, or whenever there is a major job change. Because telecommuting remote work is selected as a feasible work option based on a combination of job characteristics, employee performance, and District needs, a change in any one of these elements may require a review of the telecommuting agreement.
- e. District may, upon request notice, inspect the employee's alternate workspace for safety and workers' compensation concerns.

4. Termination of Telecommuting Remote Work Agreement

- a. District and/or employee may terminate the telecommuting remote work agreement for any reason, at any time. Whenever feasible, written notice will be provided, but this is not a requirement.
- b. The opportunity to participate in a telecommuting remote work agreement is offered only with the understanding that it is the responsibility of the employee to ensure a proper work environment is maintained; dependent care arrangements must not interfere with work; and personal disruptions such as non-business telephone calls and visitors must be kept to a minimum. Employees must notify their supervisor of any changes to their standard workweek (i.e. sickness, doctor visits, vacation). Failure to maintain a proper work environment, as determined by the District, may provide cause for discipline and the termination of the employee's telecommuting remote work agreement.
- c. Approval for any telecommuting remote work request is based upon District and department requirements as determined by District. Employees previously participating in a telecommuting remote work agreement are not assured a telecommuting remote work agreement in the future.

Note: If telecommuting remote work is considered a reasonable accommodation, District and employee will also follow the District's ADA applicable policy and process, to include proper use of appropriate forms and procedures.

LCSD Remote Work Request Form

Employee Name: _____ **Date:** _____

Supervisor Name: _____

<u>Requested Work Schedule:</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
<u>Remote Work Hours:</u>							
<u>Office Hours:</u>							
<u>Identify alternate work space:</u>							
<u>What equipment is required to successfully complete your work?</u>							
<u>List of Items:</u>				<u>Employee Provided</u>	<u>Employer Provided</u>		
<u>Describe the responsibilities and tasks that you will be able to accomplish from your remote work location.</u>							
<u>Describe how remote work will benefit the organization.</u>							

