

AR 4119.3/4219.3/4319.3 ALL PERSONNEL – DUTIES OF PERSONNEL

Introduction

This policy establishes the guidelines the NWABSD will use to select and manage those employees approved to work remotely. This policy applies to all NWABSD employees authorized to work remotely as a primary job function. This policy also includes employees temporarily allowed by their managers to work from home or other locations on a situational basis.

Guidelines

Remote refers to an arrangement where an employee works from home or from another location away from the usual workplace. Remote work is first and foremost to facilitate the accomplishment of work.

1. Depending on the details of the arrangement, remote work constitutes either a portion of the employee's work time or all of it.
 - a. Routine remote work is when the arrangement occurs as part of a regular and ongoing schedule. Routine remote work consideration is restricted to employees with a primary remote work location within the State of Alaska.
 - i. Routine remote work requires an approved Remote Work Request and Agreement Form (RWA) prior to beginning work.
 - b. Situational remote work is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing, and regular remote work schedule. Examples of situational remote work include reasons such as inclement weather, pandemic health crisis, special work assignments, convalescence from injury or illness, primary work site is inaccessible or uninhabitable, or other natural or human-caused disaster. These agreements may also be referred to as ad hoc remote work. These types of agreements only require the Superintendent and immediate supervisor's approval and do not require a Remote Work Request and Agreement Form (RWA).
 - i. Continuing to remote work long-term after beginning situational remote work requires the employee to establish an RWA.
2. The remote work arrangement may be part of the job description for eligible positions or initiated by an employee's request.
3. Remote work arrangements must conform to all State law, regulations and District policies.
4. Remote work does not change the conditions of employment or required compliance with policies.
5. Remote work is not an employee benefit or right. Employee participation in remote work is voluntary and requires pre-approval by the Superintendent and immediate supervisor.

6. Remote working may affect the employee's salary. Approval to remain on the salary schedule associated with the permanent duty station will only be considered for situational remote work. The salary will be determined based on the remote work location for the duration of the remote work agreement. Specifics regarding the salary for those employees commuting away from the duty station will be address in the RWA. If the employee changes their primary residents to another city within Alaska, they must notify the District.

Criteria for Selection

The NWABSD always strives to provide equal opportunities to all employees when it comes to working situations. However, remote work is not conducive to every employee and position. Keeping this in mind, the District will review all reasonable employee requests to work remotely using the following criteria:

1. Is the employee a good candidate for remote work? Criteria include:
 - Dependability
 - Flexibility
 - Proven performance
 - No record of disciplinary action
 - Comprehensive knowledge of their position
2. Can the duties of the position be successfully fulfilled through working remotely? Criteria include:
 - Measurable work activities
 - Clearly established goals and objectives
 - A high percentage of work can be conducted individually; Little need for face-to-face interaction with co-workers
 - Collaboration and communication with colleagues can be conducted virtually
 - Work does not require frequent in-person or *ad hoc* collaboration
 - Work output and quality is not impacted by location (e.g. quality of customer services)
 - Performance of the work is not dependent on specialty equipment, tools/materials and settings (e.g. laboratory) that cannot be reasonably accommodated remotely
 - Work does not depend on frequent handling of secure materials
3. Are there mutual benefits to the District and the employee?

Note: The District reserves the right to deny or revoke remote work privileges in its sole discretion. The District may designate any group or unit of employees not eligible for remote work at any time.

Responsibilities

Position requirements and responsibilities will not change due to working remotely. Workers face the same expectations in relation to professionalism, work output and customer service, regardless of where the work is being performed. The amount of time an employee is expected to work in a given week will not change, although the exact scheduling of allotted hours will be left up to the discretion of their direct supervisor(s). If an employee's physical presence is required at the District's primary work location, they may be expected to report once given adequate notice.

Additionally, employees are expected to abide by the following general rules:

- Be transparent about your availability and keep your calendar and availability status up to date, indicating when you are online or offline.
- Maintain strong communication by conducting regular check-ins with your supervisor(s) and co-workers.
- Utilize your webcam and phone instead of email as often as possible.
- Request leave when you intend to be away from your work.
- Set up a dedicated workspace that allows you the most focus as possible.
- Remote work is not intended to be a substitute for dependent care. Employees shall continue to make arrangements for child/dependent care to the same extent as if the employee was in the workplace. However, having a dependent at home will not necessarily prohibit an employee teleworking. Supervisors can suspend RWAs for employees who use the agreement to enable child/dependent care.

Contact With Primary Location

Employees approved for remote work are responsible for maintaining regular contact with their supervisor(s). The supervisor(s) will act as the employee's primary contact at the District. Both the employee and their supervisor(s) are expected to work together to keep each other informed of any developments that occur during the workday.

Employees must have approval from their supervisor(s) to:

1. Alter their defined work schedules.
2. Move District equipment to a new location.
3. Transfer primary off-site operations to a new location.

Expenses

Working primarily at home could result in expenses not directly addressed by this policy. The remote work location will require adequate workspace, light, telephone service, internet service, power, and temperature control. The employee will provide remote work worksite ergonomic furniture and equipment and should maintain a clean and safe workspace. Expenses incurred as a result of working a remote work schedule will not be paid or reimbursed by the District including, but not limited to, the following:

maintenance or operating costs of the remote work site; utility costs associated with the use of telephone, computer or occupation of the home (i.e. internet); or travel to the central office/work site if required to come in on a remote day. Please note: Remote IT technical support for remote staff will only be available during standard business hours.

Equipment

On a case-by-case basis, the District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each remote work arrangement. The Human Resources and Technology Departments will serve as resources in this matter. Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.

It must be kept in mind that:

1. All equipment purchased by the District remains the property of the District. All equipment, including laptop and corresponding portable power supply, is to be returned in a timely fashion should the employee cease remote work operations for any reason.
2. Hardware is only to be modified or serviced by parties approved by the District.
3. Software provided by the District is to be used only for its intended purpose and should not be duplicated without consent.
4. Any equipment provided by the District for off-site use is intended for legitimate business use only.
5. All hardware and software should be secured against unauthorized access.