

NORTH CENTRAL EDUCATIONAL SERVICE DISTRICT BOARD PROCEDURE

No. 5225-P1

Work Remote Procedure:

NCESD may offer the voluntary option of working remote to enable staff members to work off-site, outside the traditional workplace. NCESD recognizes that working remote may meet a variety of needs including but not limited to:

- Enhancing employee productivity and satisfaction.
- Reducing commute trips and contributing to a healthier environment.
- Addressing space restrictions.

Participating in the benefits of this policy is a privilege granted at the discretion of management. Implementation of this policy shall not impede the ability to provide high quality, timely services to the public, internal or external clients, nor impede NCESD from delivering on its mission. Each request for telecommuting shall be considered on a case-by-case basis.

Working remote is not an entitlement, it is not a contract of employment, and it may be terminated at any time. Employees must have the approval of their immediate supervisor, director, human resources and the superintendent prior to beginning the arrangement. The employee must conform to all agency policies, procedures, and expectations. Any party of this arrangement may request to end the arrangement at any time, however the actual termination of the arrangement will be dependent on space availability and programmatic budget capacity.

Working remote arrangements will only be considered if it is a necessary requirement for the job assignment or, 1) when the employee has a history of proficient performance with regular attendance, and 2) the employee's supervisor is confident the performance can be maintained and 3) the position requirements are such that the best services available to our districts and employees will be provided in a telecommuting environment.

Working remote shall not be used as a substitute for dependent or child care. Employees who work remote are expected to make dependent and child care arrangements during regularly scheduled work hours.

Working remote shall not impede on-site communication necessary to promote positive and productive relationships within the department and the agency as a whole. The employee will be expected to attend all mandatory departmental and organizational meetings and trainings in person.

All working remote arrangements shall include:

- An established schedule of working hours allowing the employee to be reasonably accessible to staff and/or clients during regular work hours.
- Non-exempt staff are limited to 20% of their scheduled work time in a remote arrangement and must maintain a log of break times and lunch periods submitted to their supervisor monthly.
- Staff who are in the office less than three days per week will not be assigned an office or personalized workstation but instead will access shared work stations assigned to their department.

- The duration of the working remote arrangement including initial start and end dates. All arrangements shall be reviewed each year during the annual employee evaluation process, at which time the decision will be made if it is mutually beneficial to extend the agreement for the next fiscal year.

It is the employee's responsibility to provide a suitable work site necessary to maintain required productivity and meet security requirements and confidentiality obligations of the employee, districts and NCESD. The site must also allow reasonable communication with staff during the employee's scheduled work hours. NCESD reserves the right to inspect the work site.

The employee will be provided a company owned computer and other equipment as necessary to carry out job specific duties at a single workstation. Equipment must remain configured such that there is a secure, password-protected environment when necessary and all equipment is dedicated to the sole use of the employee only. NCESD will not be responsible for office desk, chair or other office furniture to be used in the home office. Others who reside at/visit the work site must not share a desktop environment with the employee. Additionally, all precautions should be taken to avoid saving work-related passwords and/or Family Educational Rights to Privacy Act (FERPA)- protected documents in this environment unless encrypted.

The employees "home base" will be determined based on this criteria for travel reimbursement considerations:

- 1 – **Specific School District employee** – the employee was hired for and is assigned to a specific school district. The employee will be reimbursed mileage when attending required NCESD staff meetings and/or events with prior approval by the supervisor.
- 2 – **Remote only employee** – the employee was hired to work in a remote environment. The home base will be the employees' home. The employee will be reimbursed mileage when attending required NCESD staff meetings and/or events with prior approval by the supervisor.
- 3 – **Remote option employee** – the employee was hired with an option to work in a remote environment the employee will not be reimbursed mileage when attending required NCESD staff meetings and/or events.

The employee remains responsible for injuries to third parties and/or members of the employee's family on the employee's premises. The employee is highly encouraged to have his/her homeowners/tenants liability policy endorsed to cover bodily injury and property damage to all third parties arising out of, or relating to, the business use of his/her home.

Employees who live in rented property should be aware that using his/her dwelling as a work site may constitute business use and his /her lease may not permit this.

Working remote arrangements shall not be executed when any of the following is true:

- The work schedule conflicts with the program/department's scheduled face-to-face meetings for proactive team development.
- The nature of the job requires the employee's physical presence or the employee's position description's essential job functions clearly are not possible in a remote arrangement.
- The employee's performance evaluations are contrary to sustained high performance expected in an unsupervised environment.
- The employee's observed productivity levels are problematic.
- The employee requires close supervision or frequent direction or guidance which cannot reasonably be rendered through working remote.

- The employee's current assignment requires supervision, frequent direction, or guidance from others who are on-site.
- The employee received disciplinary action or has a demonstrated attendance problem.
- The employee is unable to provide a work environment meeting the criteria described above.

Adopted by the Board: June 2017, August, 2021, January 2022