

## **LAKESHORE PUBLIC SCHOOLS**

### **ADMINISTRATIVE GUIDELINES**

#### **COVID-19 TELEWORK**

This Administrative Guideline sets forth the procedures for implementation of a temporary telework program with respect to Lakeshore Public Schools ("District") employees.

The District retains sole discretion as to whether it will offer the telework option to any particular employee. The District will periodically review this Administrative Regulation to determine whether the program will continue and, if the program is continued, to determine what modification(s), if any, should be made to the program.

#### **Telework Arrangement and Requirements**

Telework is a flexible work arrangement under which an employee performs the duties and responsibilities of their position, and other authorized work activities, from the employee's home or other designated remote location. Because of the sensitivity and privacy of the educational information with which District employees work, the District does not permit employees to work remotely from any location that is not approved in advance by the employee's direct supervisor. Employees are required to be readily accessible by telephone, chat, email, etc. during their regularly scheduled work day.

A non-exempt (hourly) employee who works remotely is required to clock in and out and/or record their actual hours worked each day on a District approved timesheet.

All employees who work remotely are responsible for keeping track of the tasks that the employee performs during a telework day. The employee is required to submit this information to the employee's supervisor at mutually agreed upon intervals.

Employees may take their assigned District-owned equipment, such as a desktop, laptop, Chromebook or iPad, to perform work offsite but the Employee is responsible for internet access, unless additional access needs are authorized by the supervisor and provided by the district. The District-owned equipment may be used only for District purposes by authorized employees. Employees are responsible for protecting District-owned equipment from theft, damage and unauthorized use. Based on the nature and type of work that the teleworking employee is performing, supervisors should determine whether it is appropriate for the District to furnish and install particular software or provide equipment for teleworking employees. The District will be responsible for service and maintenance of any District-owned equipment.

A teleworking employee is allowed to use District-owned equipment for official and authorized purposes only. Teleworking employees may not allow anyone who is not a District employee to use District-owned equipment and/or materials, and those employees must take appropriate precautions to ensure that anyone not a District employee does not use that equipment and those materials. Employees must return any District-owned equipment provided for purposes of the telework assignment at the conclusion of the teleworking arrangement or at any time, at the District's request.

Employees are responsible for protecting and safeguarding all District private and confidential information while teleworking. Employees are required to comply with all other District Board Policies and Administrative Guidelines while teleworking; including, but not limited to: Policy 8330 (Student Records), Policy 8305 (Information Security), Policy 8315 (Information Management) and Policy 8350 (Confidentiality) while teleworking. Employees must also comply with any computer security guidelines established by the District's IT Department. Of special emphasis with the guidance above, employees are reminded that it is not permissible to store or maintain student records on personal devices.

### **Safety**

The employee will confirm that they have an adequate workspace at their home to implement telework responsibilities. The District is not liable for damages to the employee's personal or real property while the employee is working at home.

If the employee suffers a work-related injury while teleworking, the employee may be covered under the District's Workers' Compensation policy. The employee shall report any injury to Human Resources immediately. Worker's compensation does not cover accidents to family members or other third parties at the telework site.

### **Implementation**

The District has discretion as to whether it will offer a teleworking arrangement to any particular employee. The District may deny or terminate an employee's participation in a teleworking arrangement, at the District's sole discretion. Supervisors, in collaboration with the employee, may alter an employee's established work schedule in response to changing work requirements. Supervisors should attempt to notify employees of a change in work schedule as far in advance of that change, in order to allow the employee ample time to adjust his or her personal schedule. All permanent changes in work schedule must be documented in writing by the Supervisor and submitted to Human Resources.

In situations where the teleworking employee has attendance issues, or in which the District suspects that the employee is abusing leave/work time, or in which the District suspects that the employee is not accurately reporting his or her time, the District may institute more structured reporting requirements for the employee. Alternatively, the District may discontinue the employee's participation in the teleworking program.

### **Responsibilities:**

#### ***Supervisors:***

1. Establish and communicate the specific assignments/responsibilities, deliverables, expected due dates, and projected time requirements for identified essential work or service.
2. Establish and document the expected methods, frequency and timelines of communication with the supervisor as well as between employees, families/students being served and other stakeholders.
3. Review and recommend approval or disapproval of employee work schedule requests and permanent or temporary requests for changes, including hours, times and days when actively "on duty."
4. Inform the employee of any modifications in work schedule required by the District.
5. Recommend the termination of an individual employee's participation in a teleworking arrangement due to programmatic reasons, adverse impact on accomplishment of work, or employee noncompliance with teleworking procedural requirements as needed.
6. Certify each pay period that the appropriate amount of time is recorded for each non-exempt (hourly) employee, including clock in and clock out times, to prevent issues with pay and to ensure that employees are accurately recording their time.
7. Monitor compliance with all productivity requirements, including quality and quantity of work.
8. Submit permanent changes in an employee's telework schedule to Human Resources.

#### ***Employees:***

1. Work the scheduled and required telework hours agreed to or modified given pre-approval with your supervisor.
2. Communicate with your stakeholders, families/students, team members and supervisor based on the established expectations and scheduling.
3. Comply with the provisions and requirements set by this Policy and all other relevant Board of Education policies while teleworking.

4. Maintain accurate records of daily activity, time and attendance in accordance with department specific procedures and in accordance with established timeframes. Employees are required to submit this information to their supervisor at agreed upon intervals.
5. For non-exempt (hourly) employees, certify time and attendance by reviewing the biweekly timesheet to ensure that it accurately reflects hours worked, time taken off, and any overtime earned or used during the pay period.
6. For exempt (salaried) employees, review the leave request system to ensure that it accurately reflects time taken off during the each pay period.

*Updated November 18, 2020*