



Title: **Working Remotely**

Code: GBEH

Section: Section G: Personnel Policies

Working Remotely (GBEH)

Academy District 20 staff members may consult with their supervisors to determine whether a hybrid working model (split workweek between office/onsite and remote work) is appropriate. Limited duration remote work may be required due to a public health emergency or District exigency. In collaboration, the District and direct supervisors may approve remote work to increase flexibility in work schedules for eligible staff members in a hybrid model where no more than three days a week are worked remotely. Direct supervisors may also approve the ability to temporarily work remotely in excess of three days a week in some situations. The District considers working remotely to be a viable work option when both the staff member and the essential job duties are suited to such an arrangement. Working remotely may be appropriate for some staff and duties but not for others. Working remotely is not an entitlement and in no way alters the terms and conditions of employment with the District. The goal of this policy is to have any staff member approved to participate in working remotely to continue to provide appropriate and reasonable customer service to students, staff, and the community.

Eligibility

Staff members must consistently demonstrate satisfactory job performance and meet standards through ongoing evaluation before staff members are eligible to apply to work remotely if their essential job functions can be performed remotely.

By virtue of the nature of their position, the following type of staff members shall not be eligible for remote work:

1. School-based staff members when school is in session and/or students are present, either in-person or remotely, except when the school site or District has moved to remote learning (i.e. snow days, water break, etc.).
2. School-based supervisory staff members when schools are in session and/or students are present either in-person or remotely.
3. The staff member is identified as an essential employee and has critical and essential job duties that must be completed onsite for the safety; welfare; and/or operations of the school, department, or District.

These eligibility requirements will not apply to public health emergencies or District exigencies. Online or hybrid school staff must obtain prior approval from the District and their direct supervisor for remote work.

All remote work arrangements must be approved in advance by the District and the staff member's supervisor. Permission to work remotely is at the discretion of the District and staff member's direct supervisor and can be withdrawn at any time.

Disability Accommodation Requests

This policy does not apply to requests for reasonable accommodation for a disability under the Americans with Disabilities Act (ADA) or applicable state or local law. Staff members requesting to work remotely as a reasonable accommodation for a disability should follow the procedures outlined in the District's administrative policy GBE and procedure GBE R, Staff Health Procedure.

Requests to Work Remotely

A request for a hybrid working model must be:

- In writing through the GBEH E form; and
- Submitted to the direct supervisor and then to the Human Resources Department.

A request to temporarily work remotely must be:

- Approved by the staff member's supervisor;
- The staff member must be eligible for remote work; and
- The staff member must have a current GBEH E form on file with the Human Resources Department.

A remote work request form, GBEH E Working Remotely Agreement, must be updated on an annual basis. Upon receipt of the request, the District and/or supervisor may request additional information, including but not limited to:

- An explanation as to why the staff member's job responsibilities are suitable for remote work.
- An explanation as to how the staff member's job responsibilities will all be met during remote work.
- How the staff member plans to stay in contact with the supervisor while working remotely.

Requests to work remotely are granted at the District's discretion, and the District can end a remote work arrangement at any time. The District may require staff members granted permission to work remotely to report to work at any time during the duty day and without prior notice.

Expectations

The amount of time the staff member is expected to work per day or pay period will not change because of participation in working remotely. Unless otherwise agreed to or required by the supervisor, a staff member's work schedule shall be the same as the staff member's duty day schedule at the customary worksite. While working remotely, staff members must be available via telephone, e-mail, and videoconference and must respond to communications in a typical and timely fashion. Staff members are expected to participate in all scheduled staff and/or department meetings while working remotely. Staff members agree not to conduct any in-person work meetings at their remote location. In all instances of remote working, staff members are expected to maintain a professional presence, appearance, and decorum. Staff members shall not engage in activities while working remotely that would not be permitted at the customary worksite.

The quantity and quality of work performed while working remotely must be comparable to the work completed at District locations. The staff member must adhere to deadlines and meet established objectives. Supervisors may require staff members to provide logs, reports, or other work products that demonstrate work performed or accomplished while working remotely. Based upon the needs of the position's job requirements and performance of the staff member, the District and/or supervisor may evaluate a remote work agreement at any time, and determine that the remote work agreement be immediately discontinued.

Staff members working remotely must comply with federal and state law and all District administrative policies and procedures. Consistent with District expectations of confidentiality of staff records as well as student matters pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, staff members are expected to ensure the protection of confidential staff and student information accessible from their remote location. The use of private spaces for virtual communications with students and the discussion of student matters; the use of headphones when communicating with students to reduce disclosures to third parties; and any other steps to maintain confidentiality are encouraged.

Working remotely is not designed to be a replacement for appropriate childcare or for working when ill. The staff member must take staff leave to accommodate personal business, to accommodate illness, or if the staff member is unable to work as they would in their customary work setting.

Staff Member Suitability

The staff member and supervisor will assess the needs and work habits of the staff member, compared to traits customarily recognized as appropriate for successful remote workers. These traits include, but are not limited to: independence, remaining on task, demonstrating initiative, building collaborative and professional working relationships with others, dependability, computer literacy/savvy and ability to navigate new technical ways to do their job, focus on students and other stakeholders, adhering to policies/rules, open to feedback from supervisor, requesting assistance when needed, etc.

Timekeeping

Nonexempt staff members who are permitted to work remotely must comply with administrative policy GDBC, Overtime Regulation and Compensation. Staff members must accurately record all working time. For classified (non-exempt) staff members, any flex, adjusted, or overtime hours require prior approval from the supervisor.

Failure to follow District policies and remote work rules may result in discipline and termination of the remote work arrangement or termination of employment.

Staff members who are unable to work during a scheduled remote day, must follow the same procedure they would follow during an on-site workday in order to maintain compliance with policy GBC.

Equipment and Materials

The District may, at its discretion, provide equipment to staff members to perform their duties while working remotely such as computer hardware, software, and other equipment. The use of District equipment is limited to authorized users and for purposes related to work and is subject to all District administrative policies and procedures, including administrative policy GBEE Appropriate Use of Digital Resources for Staff. The District will maintain and repair its equipment.

Staff members shall be responsible for the maintenance and repair of their personal equipment. The District does not assume responsibility for loss, damage, or wear of staff-owned equipment. Costs incurred by a staff member to create a remote office space, such as internet, phone connectivity, and excess data consumption, are at the staff member's expense and will not be reimbursed. These costs include, but are not limited to: internet connections, travel mileage, telephone, insurance, and utilities. Internet capabilities and security requirements must be sufficient to support remote work with no significant disruption to the staff member's regular tasks.

Safety

Staff members are expected to designate a remote workspace that is clean and free of obstructions. Staff members must maintain their remote workspace in a safe condition, free from safety hazards and other dangers to the staff member and equipment. Job-related injuries

sustained by staff in a remote office location and in the course and scope of their regular work duties are generally covered by the District's Workers' Compensation policies. Injuries and illnesses being reported as arising from remote work will be reviewed for compensability using the same criteria as on-site work injuries or illnesses. Staff members are responsible for notifying the Risk Management Office in writing of such injuries as soon as possible, but no later than four (4) business days and within 24 hours after the supervisor or designee is notified. The District reserves the right to inspect the staff member's remote office location post-injury. Workers' compensation does not apply to injuries to any third parties or members of the staff member's family on the staff member's premises.

The District assumes no responsibility for any activity, damages, injury, or other loss that is: not directly associated with or resulting from the staff member's official job duties; occurs in the staff member's workspace outside the agreed-upon work hours when the staff member is not working; occurs anywhere outside the staff member's designated workspace; or occurs to the family members, visitors, or others who are injured within or around the staff member's remote location. The District assumes no responsibility for the staff member's personal property.

Adopted: January 1, 2021

Revised: July 1, 2022

July 1, 2025

July 27, 2026

Legal Refs:

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross Refs:

GBC – Staff Member Time Off and Leave

GBE – Staff Health and Safety

GBEB – Staff Conduct and Responsibilities

GBGA R - Workers Compensation Leave Procedure

JRA/JRC – Student Records/Release of Information on Students

JRCB – Privacy and Protection of Confidential Student Information

GBEE – Appropriate Use of Digital Resources for Staff

GBEE E 1 – Staff Acceptable Use Agreement of the Internet and Electronic Communications

GDBB – Overtime Regulation and Compensation for Non-Exempt Classified Staff

Cross References to Board Governance Policy:

EL 2.0 Global Executive Constraint

EL 2.3 Treatment of Staff

EL 2.7 Employment, Compensation and Benefits
