



## **IDEA Public Schools Alternative Work Location Policy**

**Objective:** IDEA Public Schools (“IDEA”) recognizes that certain positions and functionality would benefit from allowing flexibility in scheduling and/or alternative work arrangements. An alternative work arrangement allows some flexibility to the traditional work location or schedule, based on the needs and resource of IDEA and its departments. The purpose of this policy is to provide guidelines to IDEA administrators and staff in implementing alternative work arrangements.

### **Definitions:**

1. “Alternate Work Location” means a space not owned or leased by IDEA.
2. “Assigned Worksite” means the office location where a telecommuting employee typically works.
3. “Telecommuting” means the performance of the essential functions of one’s job description in an alternate work location. Telecommuting may be accomplished by use of telephones, cellphones or other handheld devices, laptops, desktop computers, or other such devices or equipment which facilitate the accomplishment of an employee’s respective work duties.

### **Telecommuting:**

1. Telecommuting is not an entitlement; rather, it is a job assignment for employees to complete their assigned duties and responsibilities from a location other than the assigned worksite.
2. Only employees with a satisfactory attendance and performance record are eligible for consideration. Exceptions may be made for new employees (employees who have been employed with IDEA for fewer than one complete school year).
3. The employee will work at an alternate work location that is remote from the assigned worksite at which he or she is employed.



4. Job responsibilities must be suited for a telecommuting arrangement. The needs of the department and of IDEA will be taken into account when this work arrangement is approved. Factors for IDEA to consider include, but are not limited to:
  - a. Does the position require onsite resources only?
  - b. Is direct contact with students, parents, or other IDEA personnel a primary responsibility?
  - c. Is the employee able to independently access information required to perform the essential functions of the position?
  - d. Does the employee have sufficient autonomy and decision-making authority to work remotely?
5. Telecommuting must be approved in advance by role and agreed to by the employee's immediate supervisor. Human Assets will conduct periodic reviews of telecommuting eligibility by role to confirm the reasons telecommuting is considered appropriate.
6. The following guidelines must be satisfied:
  - a. Telecommuting employees are responsible for maintaining and protecting equipment (including computers or other technology devices) provided by IDEA. Equipment provided by IDEA shall be used for work-related purposes only, and the employee must comply with IDEA's Acceptable Use policy.
  - b. Telecommuting employees must create and save IDEA work product on the designated IDEA network location.
  - c. Telecommuting employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials. This includes using locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the position and the remote work environment.



- d. Each telecommuting employee and his or her immediate supervisor must agree in advance on a specific work arrangement, including workdays, hours, and location. Agreement should be in writing and should include:
  - i. The schedule the employee will work away from an IDEA worksite; and
  - ii. The job duties that can be accomplished at an alternate work location.
- e. Each telecommuting employee is expected to be accessible during IDEA's designated business hours and the schedule during which telecommuting is approved.
- f. A telecommuting employee must be on-site at an assigned worksite as necessary to attend meetings, training sessions, or similar events, and as otherwise directed by his or her immediate supervisor.
- g. Each telecommuting employee must maintain a standard workload, and the employee's performance when telecommuting will be monitored in the same manner as all employees at the assigned worksite.
- h. Telecommuting may not be used in lieu of taking sick leave. An employee who telecommutes and is unable to work because of illness must use his or her time off. The absence must be reported to the employee's immediate supervisor in accordance with IDEA's attendance procedures.
- i. Telecommuting is not a substitute for appropriate childcare. If there is a child in the alternate work location, the child must be supervised by someone other than the employee for the duration of the agreed-upon hours.
- j. A telecommuting employee who wishes to take time off from work must follow IDEA's procedures for requesting time off.
- k. Any work-related accident or injury that occurs while telecommuting must be reported to the employee's immediate supervisor, or as otherwise required under IDEA procedure.



- I. Failure to fulfill normal work requirements may be cause for disciplinary action, up to and including termination of employment.
7. IDEA reserves the right to cancel all alternate work location arrangements at any time.
8. Telecommuting employees are solely responsible for any tax consequences for working out of a home-based office. Responsibility for fulfilling all obligations in this area rest solely with the employee.

**Procedure for Requesting Alternate Work Location:** On a periodic basis, at least annually, Human Assets will review role eligibility for telecommuting with team leaders. An employee in a role approved for telecommuting must request and discuss an alternate work arrangement with their immediate supervisor in advance of implementation. IDEA will maintain an Alternative Work Arrangement Telecommuting Form electronically for each employee approved to work at an alternative worksite.



**CERTIFICATION**

The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Board Policy adopted by the Directors of the Corporation on June 11, 2021, which Policy is in full force and effect and has not been revoked or amended.

DocuSigned by:

*Ryan Vaughan*

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Ryan Vaughan, Board Secretary

6/18/2021

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Date

Date Adopted: June 11, 2021