

## **Employee Telework**

### **Policy**

Telework is defined as working at home or at another off-site location that is linked electronically (via computer, telephone, fax, etc.) to the District's data and/or telecommunications network. Teleworking is a voluntary and cooperative arrangement between the District and an employee, based upon the needs of the job, work group, and the District. Once initiated, a teleworking arrangement may be discontinued, at any time at the request of either the teleworker or the District.

Teleworking allows an employee to work at home, when traveling, or in an alternate location for all or part of the regular work week. Teleworking is not an entitlement; it is not a District-wide benefit; and is not intended to replace or supplement any paid leave benefits associated with an employee's personal inability to be at the work-site.

Under no circumstances is an employee permitted to work at home as a teleworker without prior permission. An employee may not unilaterally elect to work from home or another non-District location, instead of reporting to his/her worksite.

The Superintendent or his designee may authorize eligible employees to work from home or another remote location when a business need exists, the employee cannot report to the regular worksite, the employee's work is essential to the ongoing operation of the District, and the timing of the work to be performed is critical. Employee time away from the worksite, that is not utilized for telework, shall be reported appropriately via the District's Personnel Absence Request (PAR) Leave System or shall be unpaid. Employee requests for a teleworking arrangement must be approved by the employee's supervisor prior to submittal to the Superintendent or his designee.

This policy does not apply to situations where a supervisor may allow an employee to work at home for a day part, or entire day, on a temporary, infrequent basis.