

Emergency Telecommuting Policy and Employee Work Expectations

BP 4113.5

1. INTRODUCTION AND PURPOSE

This notice establishes guidelines for approving and administering teleworking arrangements with PVSD employees. This policy terms and conditions apply to all employees who telecommute. Telecommuting is voluntary and it was established to allow flexibility to employees.

2. TELEWORK

For purposes of this procedure, telework refers to an arrangement that allows an employee to work from home or other location away from the usual workplace on a regular basis.

3. ELIGIBILITY

Employee's supervisor and District administration may designate some positions as being able and necessary to work remotely. For those designated telework positions, the job description will be used to describe the telework requirement and expectation that the employee has the ability to work effectively and efficiently from an alternate worksite.

4. APPROVAL

A formal telework agreement is not required for these telework arrangements and a supervisor's approval on one occasion does not imply future requests of a similar nature will also be approved.

Telework is not an entitlement nor is it a PVSD benefit. Any telework arrangement may be approved or discontinued at the discretion of PVSD. Telecommuter agrees to dedicate full attention to job duties during working hours (BP 4100).

The arrangement must conform to all regulations, policies.

5. CONDITIONS OF TELEWORK ASSIGNMENTS

1. Telework assignments do not change the conditions of employment. Work performed at alternate locations is considered official PVSD business.
2. Employees on telework assignments are required to comply with all appropriate policies and procedures. PVSD may establish additional specific conditions that apply to employees working at alternate locations.
3. The supervisor and the employee shall mutually agree to telework parameters to assure compliance with work expectations, timelines, etc.
4. PVSD may establish telework as a condition of employment based upon business needs.
5. An employee's compensation and benefits will not change due to telework.
6. Telecommuter use of social media platforms during work hours (excluding break times) is strictly for work related activities. (BP 1114)
7. Must maintain professional dress (BP 4219.22) and have a quiet and distraction-free workspace to the extent possible and within unit member's control. As long as the environment is conducive to learning.



8. Must be available to report to the District office or designated site with a two-hour notice during regular work hours.
9. Be available to report to the District office or designated site with a 24-hour notice during their regular work hours, in the event of a non-emergency.
10. If it is determined by the District that a unit member is not fulfilling their contractual responsibilities by working from home administration may require the unit member to work at their site during contract hours. The final decision will be made by the Director of Human Resources.
11. Teachers will have access to the classroom the first week of school to prepare and plan to work from home. After the first week of school access to the classrooms will be with permission of the site administration.
12. Employees housed spot is in the District, but they may choose to work from home if they are able to meet the Telework Guidelines.

6. ATTENDANCE AT MEETINGS

Supervisors may require employees to report to a central workplace as needed to attend work-related meetings or other events. Supervisors may meet the employee in the alternate work location in person or remotely, as needed, to discuss work progress or other work-related issues.

7. HOURS OF WORK

The total number of hours employees are expected to work will not change regardless of work locations. Work hours must be documented in accordance with PVSD policies and procedures. Employees are required to take normal breaks and lunch in accordance with labor standards. Overtime is not authorized unless your supervisor provides advance written authorization. Bargaining unit members will adhere to bell schedules and sample schedules that have been developed by administration.

8. USE OF LEAVE

Telework is not intended to be used in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave.

9. EQUIPMENT AND MATERIALS

PVSD will typically provide equipment and materials needed by employees to perform their duties effectively. However, telework may require employees to use their own equipment.

PVSD-Owned Equipment:

- a. Employees are responsible for protecting PVSD-owned equipment from theft, damage, and unauthorized use.
- b. The department may provide utility equipment such as:
 - Laptop, Chromebook, VPN access to programs at home



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PVSD prepares 21st century learners who are responsible members of our global society.

Employee-Owned Equipment

- a. PVSD will not assume responsibility for cost, repair, or service when authorizing employees to use their own equipment unless approved by management.
- b. Professional code of conduct standards applies to all work documents, email, etc. whether completed on district or personal device.
- c. Telecommuter must have sufficient technology and bandwidth to provide essential services as defined by job requirements (e.g. internet bandwidth to use videoconferencing capabilities to provide direct instruction and meet the necessary functions of Distance).
- d. Telecommuter agrees to use their own personal vehicle for employer business. Mileage Reimbursement will be based within the district policy.

10. INTEGRITY AND CONFIDENTIALITY OF WORK INFORMATION

Employees must safeguard PVSD information used or accessed while at the remote worksite. Employees must follow security procedures established by the PVSD to ensure the protection, security, and confidentiality of information and data.

By signing this agreement, the employee confirms that he/she has reviewed, understands, and agrees to abide by its terms and applicable PVSD terms and policies. Failure to abide by the above condition will result in my termination of the Telework Agreement:

Name: _____ Position: _____
Signature: _____ Date: _____
School Site: _____



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