

**POLICY: HR15 – Remote Work**

APPROVAL DATE: 12/19/2023

REVISION DATE:

**Purpose**

To set forth the District’s policies for remote work.

**Scope**

Applies to all District employees

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The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

**Remote Work**

Remote work arrangements may be implemented where appropriate, for employees in eligible positions, and documented in a remote work agreement. Remote work is not appropriate for all positions. No employee is entitled to or guaranteed the opportunity to work remotely.

Eligible positions will be determined by the Executive Director and be based on functional role and District needs.

The Human Resources Director, or designee, has sole authority to approve or terminate a remote work arrangement.

Remote work arrangements will expire annually and must be reviewed by the Human Resources Director, IT, and the employee’s supervisor before the arrangement may be renewed. Any changes to the arrangement will be noted on the remote work request form.

The employee’s supervisor will include information regarding the success of the arrangement in the monthly performance meeting notes. This will include if the employee is:

- Meeting all deadlines and work expectations.
- Accessible during work hours.
- Maintaining effective communication and workflow.
- Working in an environment free from interruptions, distractions or other responsibilities that could detract from the ability to meet standards and expectations. An employee may be called to work at a District worksite or an offsite location on their regular remote workday, based on District needs.
  - If an employee is working remotely and during their work hours are required to report to a District location or offsite location, they shall be compensated for travel time per HR03, Section 3.16.

Employees who work remotely are expected to be working during their scheduled hours. Any leave must be scheduled in the same manner as an employee who is not working remotely.

An employee who is ill and unable to work on a remote workday must notify the District per appropriate procedure.

The duties, obligations and responsibilities of an employee who works remotely are the same as an employee working at a District location. This includes, but is not limited to, following all District policies and procedures.

Only District work is to be performed during remote work hours.

A set schedule will be identified in the remote work agreement. This will include the hours when the employee will be working and can be reached by staff and/or customers. Supervisors will outline specific job assignments and expectations for the remote work employee.

Employees are covered by workers' compensation for any job-related injuries that occur during their remote work schedule. The employee is responsible for maintaining a safe and ergonomic working environment for any areas used during their remote work time. Injuries shall be reported per standard District policy and procedure.

Should an injury occur, the employee must allow an inspection by the District of the remote work area, if required.

Workers' compensation shall not apply to non-job-related injuries that occur at the remote work site. The employee will be responsible for injuries to third parties and/or members of the employee's family at the remote work site.

The employee will provide all furniture and equipment that is needed to work remotely, unless otherwise noted in the remote work agreement. The District will not be responsible for any damage to employee-owned furniture or equipment. District-provided equipment and furniture remains the property of the District and shall be returned to the District upon termination of the remote work agreement or termination of the employee's employment.

Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, employees should report the incident to their supervisor as soon as possible.

In-person meetings with staff or internal/external clients shall not be held at the remote work site.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director.

Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.