

PERSONNEL

Procedures for Telework Assignments

1. Application

When temporary teleworking assignments are authorized by the Superintendent, an employee who wishes to telework must submit an application to their supervisor. The employee and the supervisor will review the job responsibilities to determine whether telework is an appropriate assignment. Supervisor recommendation for telework is required for the telework application to be considered by Employee Services. The application for telework with the supervisor's recommendation must be submitted to Employee Services for approval. The telework application may be denied by Employee Services if the job requirements cannot be met and/or if the telework assignment will not meet the operational needs of the district.

2. Equipment

The district will endeavor to provide employees with district devices (computers and peripheral equipment) necessary for telework. The employee may elect to use, and in some cases may be required to use, personal devices if district equipment is not available. The employee must provide a working internet connection sufficient to perform necessary work functions and may not use public Wi-Fi connections.

Employee-owned equipment must be available, compatible with district systems, and in good working order. Employees must return district-owned property in good working order upon request or when the telecommuting agreement is discontinued. The district is not responsible for any operating costs associated with the employee telework location, including, but not limited to, insurance, telephone, utilities, or internet expenses.

Personal devices (phones, computers, etc.) used for district business are subject to the Public Records Act and Washington records retention requirements. Employees will maintain all district records created using personal devices as required by records retention rules. Should the district receive a public records request pertaining to records created using a personal device, the Public Records Officer will ensure the employee performs an adequate search to identify and produce any responsive records.

There is no expectation of privacy on any district device. All information accessed, created, sent, received, or stored on a district computer and the district network is not private and may be subject to public disclosure. District equipment in a telecommuting location must be used in accordance with district policies and is NOT to be used for personal reasons.

3. Telework Assignments

The work performed by the employee in a telework assignment will generally be that which is performed at their normal work location. However, during an emergency the employee may be assigned to work outside of their normal job description. The employee's work schedule will be determined by the supervisor in accordance with any applicable collective bargaining agreement, and the employee will be productive and available during the scheduled time. The employee will provide the supervisor with a working phone number where they can be reached throughout the workday.

The employee may be required to work on-site at a district location during periods of teleworking, based on the operational needs of the district. The employee is also required to maintain a safe and secure work environment while teleworking. Therefore, the designated alternate work location is required to be at a fixed location, such as the employee's home or another location within 50 miles of the Tri-Cities. Exceptions may be made only with advance approval of the supervisor and Employee Services, and leave should be requested for periods of personal travel.

Applicable policies and procedures related to employee leaves continue to apply during periods of telework. This includes normal procedures for requesting sick and emergency leave. Employees may request leave in full or half-day increments.

The district is not responsible for any operating costs associated with the employee telework location, including, but not limited to, insurance, telephone, utilities, or internet expenses. Travel to and from the employee's regular worksite and their temporary telework location will not be reimbursed.

The employee will communicate regularly with their supervisor and co-workers, as determined by the supervisor. The employee will comply with all Pasco School District rules, policies, procedures and instructions that would apply if the employee were working at the regular work location. The employee will maintain satisfactory performance standards while teleworking.

Work time for teleworking employees will be exclusive of personal business and activities. Examples include personal travel, caring for dependents or ill family members, or performing non-district compensated work. If telework is authorized during periods of pandemic, an exception for dependent care will be made, so long as the employee is able to remain productive and available during their designated working hours.

Telework is not appropriate for all job classifications and the opportunity for telework is not an employee benefit and is not guaranteed. The telework assignment will be discontinued if the employee is not able to meet the terms of the telework agreement or if district operational needs would be best served by the employee's presence at the regular work site.

For non-FLSA exempt positions, employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices, and will obtain supervisor approval prior to working overtime hours.

4. Work-Related Injuries, Damage, and Third Party Injuries

Teleworkers will be covered by Workers' Compensation for work-related injuries that occur during working hours while teleworking at the designated alternate work site. Teleworkers must provide a safe and secure work environment and must follow basic safety precautions such as eliminating trip and fall hazards, avoiding heavy lifting, and ensuring proper ergonomic function. Should it be necessary for a district representative to inspect the alternate work site to investigate an injury or claim, at least 24-hours' notice will be provided to the employee. Any work-related injuries must be reported to the supervisor as soon as reasonably possible.

The district is not responsible for damages to the employee's personal or real property while the employee is teleworking. The district is not responsible for any injuries sustained by family members or third parties at the employee's alternate work location.

5. Confidentiality

Employees are required to abide by all applicable policies, regulations, and laws governing the confidentiality of student and staff information, including paper records and electronic information. Confidential materials will not be removed from the regular work site without proper security measures taken by the employee, including protection of confidential data. The employee will take reasonable steps to protect any district-owned equipment, to ensure the confidentiality of district information, and to use district resources for district purposes only. District equipment must be properly maintained and protected from damage, theft, or cyberattack.

Dated: January 27, 2022