



# PASCO SCHOOL DISTRICT NO. 1

C. L. Booth Education Service Center  
1215 W. Lewis Street • Pasco, Washington 99301  
www.psd1.org  
(509) 543-6700 • FAX (509) 543-6721

## Form 5270F APPLICATION FOR TEMPORARY TELEWORK ASSIGNMENT

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Position: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Work Location: \_\_\_\_\_

**This temporary telework assignment will begin and end on the following dates:**

**Start date:** \_\_\_\_\_ **End date** (not to exceed the end of the school year): \_\_\_\_\_

*(For 2020-2021, a telework assignment will end and/or be reviewed at any change in the stage of school operations, such as changing from Distance Learning to Blended Learning.)*

**Employee daily schedule:** \_\_\_\_\_

**Temporary Work Location:**                       Home                       Other

\_\_\_\_\_

Address of Temporary Work Location	City	State	Zip
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Phone Number During Working Hours: \_\_\_\_\_

**Emergency reason for the temporary telework assignment:**

\_\_\_\_\_

**District equipment and supplies provided for use at remote work location:**

Description	Serial/Inventory Tag Number
_____	_____
_____	_____

**Employee-owned equipment and supplies to be used at remote work location:**

Computer                       Internet                       Printer                       Phone

Other: \_\_\_\_\_

## Agreement for a Temporary Telework Assignment:

- The employee will comply with district policy 5270/5270P Temporary Telework Assignments.
- The employee will remain accessible and productive during scheduled work hours.
- The employee will request a leave if they wish to be absent from their alternate work location for personal reasons.
- Nonexempt 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.
- The employee will report to their regular work location as necessary when directed by their supervisor. The employee's designated regular worksite will not change during this temporary arrangement. As a result, all 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. Under no circumstances shall employees perform work while under the influence of alcohol, marijuana, or controlled substances while teleworking.
- The employee will maintain satisfactory performance standards.
- The employee will arrange for regular dependent care and understands that teleworking is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will provide and maintain a safe and secure work environment at all times, including reasonable provisions to secure district data and equipment.
- The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the district.
- The employee will report work-related injuries to their supervisor as soon as practicable.
- 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.
- Employee owned equipment must be available, compatible with district systems, and in good working order. Employees must return district property in good working order upon request or when the telecommuting agreement is discontinued.
- District equipment in a telecommuting location must be used in accordance with district policies and is NOT to be used for personal reasons.
- 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.
- All information on a private device, when that information is accessed, created, sent, received, or stored for district related purposes, is not private and may be subject to public disclosure.
- 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.
- Only district approved software may be used in work done for the district. Employees must adhere to the manufacturers' licensing agreements.
- Maintenance and Equipment Repair:
  - If employee-owned equipment breaks down, the employee is responsible for all repair costs.
  - If district-owned equipment needs repair, the employee must contact the Information Systems Help Desk. Employees are prohibited from attempting to repair, modify, or adjust any district-owned equipment.

**Employee Acknowledgement**

By signing below, I acknowledge that I have read and agree to abide by the Pasco School District Terms of Agreement for a Temporary Telework Assignment. I understand that the telework assignment may be canceled by the district if I do not follow the terms of this agreement, if I do not follow other applicable district policies, or if it is necessary for me to work at my regular work site.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Supervisor Acknowledgement**

By signing below, I acknowledge that I have reviewed this application and agreement with the employee and the employee has indicated they understand the terms of the temporary telework agreement. I am recommending approval of the temporary telework assignment for \_\_\_\_\_ (%) of the employee's work assignment.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**FOR EMPLOYEE SERVICES USE ONLY:**

Request is:  Approved  Denied (*reason:* \_\_\_\_\_ )

\_\_\_\_\_  
Employee Services Representative

\_\_\_\_\_  
Date

*Comments:*

Cc: Employee Services File  
Supervisor  
Employee