



## Remote Work Guidelines

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### Remote Eligibility:

Positions eligible for remote work must be able to perform full duties from home for a temporary amount of time. Remote work assignment may be granted for employees with a medical reason that makes them a “higher risk” as outlined by the Centers for Disease Control (CDC). The District supports a temporary work from home option as a form of reasonable accommodation. The site or department administrator must be informed of a Remote Work Agreement request and agree that the essential duties of the position can be performed remotely.

### Qualifying conditions for remote work:

1. Employee is age 65+
2. Employee has a health condition defined by the CDC Guidelines as “are at increased risk” and “might be at an increased risk” with a Dr.’s note
3. Employee is required to quarantine according to the CUSD COVID-19 Quarantine Guidelines
4. Employee with other circumstances, for example, caring for a household member with a health risk, childcare concerns, or personal reason with site/department administrator approval.

Remote working arrangements may be granted as determined by CUSD and the employee’s specific job duties. Suitable positions for remote working are characterized by clearly defined tasks, essential functions and work products. The specific terms and conditions of each remote working arrangement must be initially reviewed and considered by the employee’s supervisor. Upon review, the recommendation must be jointly agreed upon between the employee and the supervisor. Remote work agreements are voluntary and may be terminated at any time by the employee or the District.

- a. **Compensation:** An employee's compensation and benefits will not change as a result of remote working.
- b. **Work Hours:** The total number of hours that employees are expected to work will not change, regardless of work location. Employees agree to be available by phone, text, video conferencing and email during work hours.
- c. **Use of Leave:** Remote work is not intended to be used in place of sick leave, Family and Medical Leave, Families First Coronavirus Response Act Leave, Workers' Compensation leave, or other types of leave. All remote workers are subject to the required processes for requesting and designating sick leave, vacation leave, or other leaves. Employees must report their absence from work in accordance with District Board Policy 6504. Remote work is not intended to serve as a substitute for child or adult care.
- d. **Report to work site:** District employees may be required to report to the workplace as needed or requested.
- e. **Safety:** The employee has the responsibility to maintain his/her home workspace or alternative worksite/location in safe condition, free from hazards or other dangers. Remote workers must ensure the designated work area is ergonomically safe, efficient and comfortable and shall be liable for their workspace.

- f. **Workers' Compensation:** The Districts workers' compensation program will cover compensable, job-related injuries or illnesses that occur during employees' established work hours in their designated alternate work locations and workspaces, for an injury that occurs while performing work duties. Employees must comply with all requirements established for reporting work-related injuries.
- g. **Technology Equipment, Access and Security:** District employees must comply with the terms and conditions as specified in Board Policy and Administrative Regulation 7203.
- h. **Equipment and Materials:** Employees will utilize their Clovis Unified laptop, equipment, and will utilize personal cell phone and personal home internet access. CUSD provided equipment and supplies are not entitlements of remote working. CUSD is not responsible for providing internet access. The provision of CUSD equipment and supplies lies exclusively within the District's discretion.

### **Supervisor Remote Work Responsibilities:**

CUSD supervisors assigned to oversee remote workers are responsible for the following:

- Overseeing, supervising, observing/evaluating, and directing the day-to-day performance of remote workers, as if the employee was on-site. This includes frequently communicating site and department updates, and related information to remote workers.
- Ensuring remote workers meet established schedules and deadlines.
- Approving in advance the remote workers' use of sick leave, vacation, or other leave entitlements in accordance with District policies and procedures.
- Providing remote workers direction and assignments similar to non-remote workers.

### **Remote Work Employee Responsibilities:**

- Understand and abide by the Remote Work Guidelines and Agreement.
- Maintain availability by phone, email, web conferencing or other approved devices or means of communication during designated work/business hours.
- Promptly respond and communicate with parents, employees, students, and others as required by the position.
- Maintain a professional online appearance and background.
- Share Zoom links with site and department administrators.
- Establish and maintain a work area that is clean, safe, and free from hazards in compliance with District policies and procedures.
- Repair and/or replace damaged, lost, or stolen District-owned equipment.
- Report to the work site in person when necessary or as requested.
- Submit and utilize available leave in accordance with District policies and procedures.
- Follow Board Policy 7203 Employee Use of Technology.

Prior to beginning remote work, the employee must complete a Remote Work Agreement and submit to their supervisor for approval.