

PENNSYLVANIA DISTANCE LEARNING CHARTER SCHOOL

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| Book: | Policy Manual |
| Section: | Human Resources |
| Title: | Telework Policy |
| Reference: | Office of Management and Budget Guidance for Grants and Agreements Chapter II: 2 CFR 200.430 (a) and 2 CFR 200.430 (i) |
| Adopted: | 12/6/2021 |
| Revised: | |

PURPOSE: Pennsylvania Distance Learning Charter School (PDLCS) believes in accordance with its' charter that the school's goals and objectives are best served when employees work in-person in the School's offices. However, PDLCS recognizes, in certain circumstances, as determined solely by the School, such as widespread illness, natural disaster, or other emergency situation, telework may be necessary. As part of the response to the novel coronavirus (COVID-19) pandemic, Governor Wolf issued schools to close effective March 13, 2020. Pennsylvania Department of Health and Pennsylvania Department of Education issued guidance for the health and safety of students, and school personnel, as well as for remote learning opportunities in the 2019-20, 2020-21 and 2021-22 school years. To address ongoing COVID-19 concerns, PDLCS altered its' in-office reporting requirements as outlined in the school's Reopening and current Health & Safety Plans.

Policy Authority: The School's Chief Executive Officer has the authority to alter the in-office reporting requirements of employees when circumstances arise related to health, and safety.

DEFINITIONS:

1. Telework or Remote Work Location: A space not owned or leased by PDLCS.
2. Assigned Worksite: The school offices where an employee typically works.
3. Remote Work: The performance of the essential functions of an employee's job description in an alternate work location.
4. Remote Worker: An employee who has an active remote working agreement on file and works remotely on a consistent schedule.
5. Hybrid Remote Work: A situation in which an employee is permitted to consistently work remotely at least one day a week per a set schedule outlined in an active remote working

agreement on file with the Human Resources (HR) Coordinator.

6. Remote Work Agreement: A written document outlining the schedule, location, and confidentiality of telework, signed by the employee and approved by the supervisor and department head submitted to the Human Resources Coordinator indicating whether the request is for limited, hybrid, or full-time remote work.

GUIDELINES:

1. Working remotely is not an entitlement; rather, it is a job assignment for employees to complete their assigned duties and responsibilities from a location other than the assigned worksite.
2. Remote Work Agreements must be reviewed and resubmitted for approval annually, at a minimum.
3. Remote work may not be used in lieu of taking personal/sick, or vacation time. However, with proper documentation and approval of the Chief Executive Officer in collaboration with the Human Resources Officer or designee, a supervisor may determine whether it is appropriate to offer remote work as an opportunity for temporary, partial, or full return-to-work from illness/injury or for disability accommodations.
4. Working remotely is not a substitute for dependent care. While performing work duties remotely, employees are expected to have dependent care arrangements in place, and proof of dependent care may be requested.
5. Remote work does not change the conditions of employment, contract/work hours, compensation, or benefits. Employees approved for remote working must comply with all PDLCS policies and procedures and meet all evaluation performance standards. While presenting from a remote location, apparel, background settings, language, etc., should adhere to normal classroom/work locations standards.
6. An employee's performance when remote working will be monitored in the same manner as employees at an assigned worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation.
7. During the employee's normal working hours of 7:30AM to 3:30 PM, the employee must be available to communicate with the employee's supervisor and other work-related contacts and perform assigned tasks.
8. In person attendance at the employee's assigned worksite for on-site meetings, conferences, training sessions, and other activities may be required at the sole discretion of the supervisor. Transportation for such attendance is the employee's responsibility.

Any telework arrangement made will be on a trial basis and may be discontinued at will and at any time at the request of either the teleworker or the School.

Individuals entering into telework arrangements must have a satisfactory performance record.

Eligibility:

The School will notify the staff member in writing of their eligibility to telework. This will be based on the staff member's job duties and responsibilities and performance record.

Conduct:

Employees, whether working at the assigned worksite, teleworking, or traveling on school business are held accountable for their performance and conduct. Employees must remember that workplace policies and performance expectations are the same regardless of the employee's location.

Expectations:

1. Dependent care: Employees must have adequate dependent care in a telework location. The telework policy is not intended to allow dependent care while simultaneously working.
2. Schedule: Teleworkers are expected work the established school hours of 7:30 am – 3:30 pm with a 30-minute paid lunch break. Employees are required to clock in and clock out when working remotely. Employees are expected to attend all scheduled meetings and if applicable, hold all live learning sessions.
3. Worksite: A telework site must provide the same level of productivity as in-office assigned work site.
4. Co-working spaces: Employees are not permitted to conduct work or use unsecure Internet from a co-working location, such as but not limited to public restaurants, coffee houses, etc. when accessing or discussing confidential personally identifiable information of students, parent/guardians, or staff.
5. Confidentiality: No work can be completed on a public Internet connection. Secure Internet connections are to be used when teleworking. In addition, no work can be performed on non-company equipment. This is to ensure that the data of our students, families, and staff are kept as confidential.
6. Camera use: When teleworking, all employees are expected to use the camera feature during all online meetings.
7. Dress: When teleworking, all employees are expected to dress as they would when in the office – business/casual.

8. School Telephone System: In order to telework, the employee must be able to use and answer assigned work phone.
9. Changes to approved schedule: Any change to a teleworking schedule must be documented in writing. Employees approved for telework do not have the ability to change the telework schedule without receiving written approval from the supervisor. Upon documented approval, the HR Coordinator will issue a change memo documenting the change.

Employees are expected to come into the office as needed for temporary changes and the school will make every effort to schedule this time in advance.
10. Inability to work remotely: If an employee cannot work remotely due to being ill, caring for a family member who needs assistance or any other reason that prevents the employee from completing 100% of assigned duties, applicable time off leave must be taken. If there is an unforeseen situation, such as a loss of power, lost Internet connectivity, the staff member should immediately notify the HR Coordinator and report to the assigned worksite to complete all required duties or take applicable leave.
11. Telework agreement: All telework agreements and any subsequent memos pertaining to telework are maintained in the employee's human resources file.

Supervisory Oversight:

Department administrators/supervisors must monitor the work processes of all employees working remotely to identify any performance related issues and/or concerns. Issues/concerns must be documented and the HR Coordinator must be notified. Continued concerns/issues may result in a loss of teleworking privileges.

Ad Hoc Arrangements

Temporary telework notifications may be sent to employees via the school's email systems for circumstances such as inclement weather, or system access issues. These arrangements will be on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All ad-hoc telework arrangements are made on a case-by-case basis, focusing first on the meeting the educational needs of the students, and business needs of the school.

All ad-hoc requests must be made in writing to the staff member's supervisor and the HR Coordinator.