

*** NEWLY PROPOSED SCHOOL BOARD REGULATIONS**

*** Feedback from the March 08, 2018 School Board Meeting appears in orange.**

TELEWORK REGULATIONS

Recognizing that in certain limited circumstances it is practical and efficient to allow authorized employees of Alexandria City Public Schools (ACPS) to work from an alternate work location, the following procedures outline the circumstances under which telework arrangements may be made. Approved telework is provided to assure the goals and mission of ACPS are accomplished in a productive, thoughtful and economical manner and is not provided for employees' convenience. Authorization to telework is at the discretion of the supervisor, with notice provided to the Department of Human Resources and the applicable Senior Leadership Team member. Requests to telework for longer than two consecutive pay periods must be approved by the Department of Human Resources.

A. DEFINITIONS

1. "Alternate Work Location" is defined as a space not owned or leased by Alexandria City Public Schools.
2. "Assigned worksite" is defined as the location where an employee typically works.
3. "Telework" is defined as the performance of the essential functions of one's job description in an alternate work location.
4. "Episodic Telework Event" is a nonrecurring situation ordinarily of no more than 2 pay periods in duration in which an employee may telework due to extraordinary personal or work circumstances that will benefit the operations of the employee's organization. For example, telework may be authorized when an employee has an intense or demanding critical work assignment that can best be performed from an offsite location where the distractions of a normal school/office environment will not reduce the employee's effectiveness.
5. "Schools in session" indicates any day that students are scheduled to be in class, other than during summer school held in July and August.

B. ELIGIBLE EMPLOYEES

1. A licensed employee's most recent performance evaluation must have been "meets standards/effective" or equivalent to be eligible for participation in the telework program.
2. A support staff employee must have received at minimum, a "proficient" on his/ or her last performance evaluation, and have completed his/her the probationary period, and have a work history that demonstrates that the employee works efficiently without close supervision.

3. The employee must have a work history that demonstrates he or she works efficiently without close supervision.
4. The employee must be computer literate, have an available and suitable designated work space at the offsite location, and have access to any computer and telecommunications equipment necessary for the completion of tasks. All costs incurred by an employee to arrange a telework site and to telework are the employee's responsibility and will not be reimbursed (e.g., telephone charges; internet service; home office equipment and software). ACPS-owned software may be installed on an employee-owned computer subject to license agreements, and if no longer deemed necessary by the supervisor to the employee's work assignment, must be removed upon termination of the telework arrangement.
5. An employee's performance when teleworking 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.
6. By virtue of the nature of their positions, the following types of employees **may not** be eligible for an as-needed telework agreement:
 - School-based employees when schools are in session;
 - Supervisory employees when schools are in session;
 - Employees who are eligible for overtime pursuant to Policy GAA- Staff Time Schedules; or
 - Their physical presence at the assigned worksite is essential to the performance of their duties.

Such employees may, however, be permitted to telework on an ad hoc basis with approval of their supervisor.

7. Principals must still approve telework when a teacher work day has been designated as telework-eligible by the Superintendent. The above-listed eligibility factors do not apply in this context.

C. ALTERNATE WORK LOCATION

1. The alternate work location must be free of distractions, and the employee must be accessible by email and/or phone during work hours.
2. Employees are required to attend meetings in person when directed by their supervisor.

D. CIRCUMSTANCES THAT PROHIBIT TELEWORKING

Employees are prohibited from telework when:

1. They are identified as emergency personnel; or
2. Their physical presence at the assigned worksite is essential to the performance of their duties.

E. CIRCUMSTANCES THAT MAY WARRANT TELEWORKING BY ELIGIBLE EMPLOYEES

The supervisor may authorize an employee to work from an alternate work location:

1. When the employee is not identified as emergency personnel, but would otherwise be required to report to work during emergency and weather-related school closings;
2. When schools are closed for the summer break, the employee may periodically be authorized to telework on an agreed-upon schedule if they are not assigned summer school responsibilities;
3. To complete special project work that requires minimal interruptions;
4. During unusual circumstances such as construction, an accident, or natural disaster that makes the primary worksite inaccessible/uninhabitable;
5. On a teacher work day when students are not in school; or
6. Due to unique and unusual personal circumstances.

F. GUIDELINES FOR TELEWORK

1. Telework 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. Employee participation in telework is voluntary and is not mandated by ACPS.
3. Telework arrangements are subject to termination at any time with a reasonable amount of notice at the discretion of either the supervisor or the employee.
4. Telework may not be used in lieu of taking personal leave, sick leave or annual leave.
5. Employees approved for telework must comply with all ACPS Human Resources policies and procedures including ACPS Policy GAA- Staff Time Schedules, and meet all evaluation performance standards.

6. Work-related injuries that occur in the alternate work location must be reported to the supervisor, and require adherence to workers' compensation reporting procedures (see Workers' Compensation page on the ACPS Human Resources website).
7. Employees are responsible for maintaining and protecting equipment on loan from the employer. Equipment on loan shall be used for work-related purposes only and its use is governed by Policy GAB- Responsible Computer System Use.
8. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.
9. Attendance at the assigned worksite for on-site meetings, conferences, training sessions and similar activities may be required on scheduled telework days at the sole discretion of the supervisor. Transportation for such attendance is the employee's responsibility.
10. An alternate work location must be clearly communicated and approved prior to use. During the employee's normal working hours, the employee must be available to communicate with his/ or her immediate supervisor. If there is reason to believe that unsafe conditions exist at the alternate work location, or if workers' compensation claim(s) are filed by the employee, ACPS reserves the right to inspect the alternate work location by giving the employee notice.

G. PROCEDURE FOR REQUESTING THE OPPORTUNITY TO TELEWORK

1. Employees desiring telework should submit a Telework Request Form to their immediate supervisor. Authorization to telework is at the discretion of the supervisor, with notice provided to the Department of Human Resources and the applicable Senior Leadership Team member. Requests to telework for longer than two consecutive pay periods must also be approved by the Department of Human Resources.
2. There are no grievance or appeal rights regarding denial of telework requests.

Established:

Legal Refs.: 29 U.S.C. §§ 201 et seq.; 29 CFR §§ 516.1 et seq.
Code of Virginia, 1950, as amended, §§ 40.1-28.8 et seq.

Cross Refs.: GAA Staff Time Schedules
GAAB Telework
GAB/IIBEA Responsible Computer System Use
GAB-R/IIBEA-R ACPS Employee Responsible Use Policy Agreement for
Computer Systems

ACPS TELEWORK REQUEST FORM

(Note: Eligible employees must submit this form to their supervisor. Supervisors will provide a copy to the Department of Human Resources and the applicable Senior Leadership Team member.)

Employee Name: _____
First Middle Initial Last

Employee ID Number: _____

Location/School/Building: _____

Position or Title: _____

Current Weekly Work Hours: _____

Requested Telework Arrangement (Include alternate work location and work schedule):

Reason for Request (See Regulation GAAB-R, section E):

Effective Date: _____ End Date: _____

My position meets the eligibility criteria. (See Regulation GAAB-R, section B): (yes) (no)
 I am not a probationary employee.
 My prior school year evaluation had no standards below "meets standards/effective" or proficient.

Employee Signature _____ Date _____

TO BE COMPLETED BY SUPERVISOR

Is the employee's alternate work location appropriate? (yes) (no)

Does the employee meet the criteria for telework as outlined in Regulation GAAB-R? (See Regulation GAAB-R, section B) (yes) (no)

Approved by: _____
Supervisor's Name

Signature and Date

Chief Human Resource Officer - Signature Date
(Approval required for requests longer than two consecutive pay periods.)

This form will be placed in the employee's personnel file.