



## Clare Public Schools

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### Temporary Remote Work Guidelines

A temporary remote work option may be available to staff members who have work tasks that can “feasibly” be completed offsite with pre-approval of the Superintendent. (Board Policy 8450.05, December 2020) Remote work is defined as working in a location other than the regularly assigned work location(s).

The following guidelines are in place for any Clare Public Schools employee working remotely.

#### Accessibility and Communication:

1. The employee will set up his/her temporary (home) work environment such that it is conducive to working efficiently and effectively, without interruptions.
2. The employee will establish family ground rules for work hours, interruptions, noise, etc. The employee is expected to plan for regular dependent care and understands that teleworking is not a substitute for dependent care. In Pandemic Phases I and II circumstances, exceptions may be made for employees with caregiving responsibilities.
3. The employee will remain accessible and productive during scheduled work hours and will not participate in paid or unpaid activities unrelated to his/her position at Clare Public Schools during that time. Accessibility may be defined as the employee immediately answering texts, phone calls, instant messaging messages, and participating in virtual meetings as applicable during scheduled work hours.
4. The employee will answer email and voicemail on a daily basis with responses expected within 24 hours on normal workdays.
5. The employee will communicate regularly with his/her supervisor and co-workers.

#### Quality and Quantity of Work:

1. Per the employee’s supervisor, documentation of work completed may be required, including a written account of daily activities.
2. An employee will obtain supervisor approval prior to working unscheduled overtime hours.
3. A non-exempt (hourly) employee will record all hours worked, as well as meal periods and breaks, in accordance with regular timekeeping practices.
4. The employee will comply with all Clare Public Schools rules, policies, practices, and instructions that would apply if the employee were working at his/her regular work location.
5. The employee will maintain the same satisfactory performance standards expected when at his/her regular work location.

### Remote Work Environment:

1. The employee will maintain a safe, secure, and confidential work environment at all times.
2. The employee will ensure Clare Public Schools equipment is not used by anyone other than the employee and only for business-related work.
3. The employee will not make any changes to security or administrative settings on Clare Public Schools equipment.
4. The employee understands all tools and resources provided by the organization shall remain the property of Clare Public Schools.
5. The employee will protect Clare Public Schools tools and resources from theft or damage and will report theft or damage to his/her supervisor immediately.
6. The employee will comply with Clare Public Schools policies and expectations regarding information security. The employee will ensure the protection of confidential Clare Public Schools and students/personnel information accessible from his/her remote office.
7. The employee will get pre-approval from his/her supervisor for purchases for which he/she expects reimbursement.
8. The employee will submit attendance and expense reports with attached receipts in accordance with Clare Public Schools attendance and expense reimbursement policies.
9. The employee understands that all terms and conditions of employment with Clare Public Schools remain unchanged, except those specifically addressed in this agreement.
10. The employee understands that administration retains the right to modify these guidelines on a temporary or permanent basis for any reason at any time and will notify the employee of any changes.

### Factors Considered:

1. Appropriate, successful, regular and robust internet connectivity.
2. Duties of the position and ability to fully perform the work.
3. Special project completion.
4. Classroom materials.
5. Permanent records.
6. The need to supervise, direct, or evaluate students or personnel.
7. The need to provide direct, physical services to students such as speech, physical or occupational therapy, food service.
8. Phone messages, calls, access.
9. Business functions (personnel/financial) central to the administration of the district.
10. Working with confidential information.
11. Working conditions outlined in the applicable collective bargaining agreement.
12. Special Education or English Language Learners Instruction.
13. Other relevant factors as determined by the Superintendent.

### Employee Groups:

1. Professional staff
2. Administrators/Supervisors
3. Paraprofessionals/Interventionists
4. Administrative Assistants, Secretaries, Clerks
5. Food Service employees & Transportation employees (contracted services)
6. Custodians, Maintenance employees
7. School nurse, Health Care Specialist
8. Business Office Staff
9. Technology Staff