

TELEWORK

In certain limited circumstances, the Albemarle County Public Schools (ACPS) may, in its sole discretion, allow an employee to work remotely, or telework, from a location other than the employee's normal work site or office –to ensure the goals and mission of ACPS are accomplished in a productive, thoughtful, and economical manner. Telework is not an entitlement provided for employees' convenience, but rather must be authorized by an employee's supervisor in conjunction with approval from the principal/department head ~~and the director of Human Resources/designee.~~

Adopted: _____ August 12, 2021

Amended:

Equity Review: _ August 12, 2021

TELEWORK PROCEDURES

The following regulation describes the organizational responsibilities and protocols that facilitate telework.

I. DEFINITIONS

- A. Alternate Work Location: a site where work is performed other than the employee's normal work location. This may be an employee's home or other location.
- B. Regular Work Location: a site where a supervisor would usually/regularly assign work to be completed. This is generally a building owned or leased by ACPS. It may be separate from where a majority of the school/department's employees work.
- C. Telework: Work arrangements that allow for remote working from an approved alternate worksite one (1) or more days a week, and do not alter the employee's duties and work performed. Less frequent or variable teleworking (i.e. during a period of recuperation from illness) may be approved when the arrangements meet both business and individual needs.

II. RESPONSIBILITIES

A. Department of Technology

Manages ACPS's technology, information security infrastructure, and provides technology support for teleworkers.

B. Principals/Department Heads/Designees

Responsible for approving and implementing telework arrangements, as practicable, in their schools/departments and in accordance with the ACPS's policies, procedures, and guidelines. Supervisors have the discretion to determine which positions and/or job duties can be performed via telework. Supervisors should clearly communicate expectations for work performance when authorization for telework is granted.

In order to support employee remote working, employees may need to possess ACPS property and should speak with their supervisors regarding needs. Supervisors should consider the availability and cost of such items when determining the feasibility of supporting that need when considering and supporting a remote working request. Employees may not take ACPS property home for telework without supervisor approval. *GDA, Acceptable Use of Technology*, addresses employee possession of ACPS materials and equipment.

C. Employees

The employee understands that telework is not an employee benefit, entitlement, or right. It should be recognized that not all positions in the ACPS will have the ability to telework due to job expectations. Further, ongoing telework is not meant to be a substitute for childcare, ~~or~~ other dependent care, or a means to avoid leave usage. Supervisors may approve telework arrangements in lieu of an employee taking leave when the job permits. Telework arrangements may not be used in lieu of taking leave without prior authorization from the employee's supervisor. Employees are required to report in to work for meetings and events and on an assigned schedule when physical presence is directed by the supervisor.

When teleworking, the employee is responsible for following ACPS's policies, procedures, and guidelines including:

1. Keeping informed of the ACPS's telework practices and procedures;
2. Remaining accessible to customers (including students), coworkers, and supervisors during regular business hours or as directed by the supervisor;
3. Planning and organizing tasks for telework for efficiency and productivity; and
4. Tracking the work performed and reporting results to the supervisor.

D. Human Resources

The Department of Human Resources (“HR”) may require signed telework agreements outlining the terms and conditions of any telework arrangement. HR may also approve individual or unique arrangements upon conferral with the principal/department head.

III. **GUIDELINES**

When establishing a remote working arrangement, the supervisor and employee must ensure the regular and alternate work locations are clearly agreed upon and understood. The regular work location, where the majority of the work is performed, for individual employees may be a remote site, depending on the frequency of use. Teleworking should be for a predetermined period and re-evaluated periodically, but not less than annually, to ensure that Division needs are adequately addressed and if any changes are needed. As work needs change, the supervisor may require the employee to return to the assigned work site. An employee who is unable to report to the assigned work site may be subject to termination of employment.

A. Position Restrictions

1. Certain jobs, based on the nature of responsibilities, are not generally eligible for telework. Those jobs may include:

- a. School-based employees when schools are in session;
- ~~a.b.~~ Student-oriented positions;
- ~~b.c.~~ Supervisory employees when schools are in session; and-
- ~~e.d.~~ Other positions that require the employee to be physically present to complete the work.

2. Notwithstanding the policy requirements for permission to telework, an employee may, however, be permitted or directed to telework on an ad hoc basis under the direction of the supervisor and/or the superintendent/designee.

Examples of when such telework arrangements may be appropriate include, but are not limited to:

- a. ~~When an employee would otherwise be required to report to work during~~ In response to an emergency or weather-related school/building ~~closing~~ closure;
- b. When schools are closed for break, an employee may periodically be authorized to telework on an agreed-upon schedule;
- c. During unusual circumstances such as, but not limited to, construction, accident, natural disaster, or school health-related crisis that makes the primary worksite inaccessible/uninhabitable; and
- d. When students are not scheduled to be in school and the employee would otherwise be expected to report to their assigned regular work location.

B. Work Schedule

Employee's work hours and location must be approved by the supervisor. It is recommended that a supervisor and the employee establish a consistent telework schedule. Predictable telework schedules such as the same day(s) each week make planning easier for the teleworker, the supervisor, coworkers, and customers. Any deviations to the work hours at the request of the employee must be submitted to the supervisor in writing and receive supervisor approval.

However, the supervisor and teleworker can establish a less frequent schedule such as one (1) day every two (2) weeks; or on a variable schedule for certain types of work and circumstances if consistent with departmental needs. Arrangements for meal breaks and additional breaks (if any) should also be specified.

All provisions of the telework arrangement apply regardless of the number of hours teleworked or the teleworking schedule.

C. Salary and Benefits

Telework is not a basis for changing or negotiating salary or benefits.

D. Time and Attendance

Time and attendance when teleworking is recorded in the same manner as it is when reporting to the school/department. Employees must abide by the ACPS policies and regulations governing leave and overtime. Failure to obtain approval for leave and/or overtime may result in termination of the teleworking arrangement and/or disciplinary action. Non-exempt employees who are teleworking will use the designated time and attendance method/system to account for time worked.

Refer to Policy GCJ, *Licensed and Classified Staff Schedules, Salary Tracking, and Overtime*, for additional information about compensable time.

E. Equipment and Supplies

ACPS-owned equipment and supplies may be used at the alternate work site, with supervisor approval. Supervisors should be mindful of extensive requests for equipment such as workstations, monitors, printers, scanners, etc. to be used at the alternate worksite as this may indicate that the work is better suited to be completed at an ACPS site or another alternate worksite. [ACPS is not responsible for providing internet access.](#)

Department of Technology personnel provide support for ACPS equipment to the extent possible in a remote working environment, but cannot provide technical support for integrations with, or troubleshooting of, personally owned equipment. In lieu of taking additional equipment to the alternate worksite, supervisors and employees should consider the manner in which work can be performed electronically to limit the need for additional equipment as much as reasonably possible. The employee is responsible for safely transporting and installing ACPS equipment in home or other alternate worksites and returning it to the Department of Technology for service, repair, and/or when no longer needed.

The employee must take reasonable and prudent precautions to protect school equipment against damage, loss, or abuse while in the employee's care, custody, and control. ACPS equipment that requires repair or service must follow the normal service request process, and teleworkers are responsible for bringing equipment to the

Department of Technology or other designated ACPS location for repair/service as necessary. ACPS assumes no responsibility for personally owned equipment and will not service or repair such equipment.

F. Records

The employee should follow standard ACPS data retention and data security policies, whether working on ACPS premises or remotely. The employee will ensure backup of data used in a remote working location and apply approved safeguards to protect department records from unauthorized disclosure or damage. In order to maintain data security and privacy, telework must be performed over a [secure and up to date](#), firewall protected internet connection. Work done at the alternate work site is considered official ACPS business. All records, papers, and correspondence must be safeguarded and returned to the official location immediately on request, as well as at the end of the teleworking arrangement. [Employees must familiarize themselves with Board Policy GDAB, Data Security and Governance and Policy GDA, Responsible Use of Technology in order to telework.](#)

If the employee will be away from the teleworking site during a period when ACPS is open, the employee shall make advance arrangements with the supervisor for access to records, in the event they may be needed. Automated files are considered official records and must be protected from unauthorized use or disclosure. Departments are responsible for having records protection policies and procedures in place and for communicating such policies and procedures to all employees who have access to the records, including teleworkers and other employees accessing records remotely.

G. No ACPS Liability

ACPS will not be responsible for damages or losses that occur to the employee's equipment and real property resulting from participation in a telework arrangement. Employees may not use personal residences as a place of business to receive customers or students.

H. Workers' Compensation and Associated Medical Leave

The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternate work site and to comply with ACPS policies covering on-the-job injury.

I. Reimbursement

ACPS will not be responsible for operating costs, home maintenance, insurance, or any other incidental costs (e.g. electricity, water, internet service, etc.) whatsoever, associated with the use of the employee's residence or non-ACPS site as a telework site.

J. Work Area

The employee shall maintain safe and secure conditions in the designated alternate work site.

K. Telephone and Email Accessibility

The employee shall ensure telephone and email accessibility during scheduled work hours or as specified by the employee's supervisor.

L. Employee Check-In

Employee must be available during the working hours designated by the supervisor. The supervisor may require the employee to check-in with the supervisor/designee at the start of the workday and/or during the workday.

M. Work Assignments

The employee will complete all assigned work according to work procedures and deadlines as the supervisor may direct. The employee may be required to attend meetings and/or training virtually or in-person. Supervisors should give as much notice as possible when this is to occur.

N. Exiting the Program

The employee or supervisor may end the employee’s participation in telework at any time by giving two (2) weeks’ notice to the other, if practicable. The supervisor may terminate the telework arrangement immediately if the employee violates the provisions of this regulation or the supervisor determines that there is a work situation or requirement which necessitates immediate termination. Telework arrangements are not automatically transferred when an employee ~~transfers change to another~~ positions, ~~or is assigned a new~~ supervisor, or when a new employee assumes a former teleworker’s role.

Adopted: _____ August 12, 2021

Amended:

Legal Reference: Fair Labor Standards Act, as amended

Workers’ Compensation Act LS

Cross Ref.: _____ GBCA, *Employee Discipline*
_____ GCC, *Leave Program*
GCJ, *Licensed and Classified Staff Schedules, Time Tracking, and Compensation*
GCPCC, *Insurance*
_____ GCQC, *Coverage of Schools Due to Weather and/or Emergency*
GDA, Acceptable-Responsible Use of Technology
JO, *Student Records*