

WORKING REMOTELY

Extenuating circumstances, as determined by the Executive Director, may necessitate the Executive Director directing certain non-hourly employees to work remotely. An employee directed or permitted to work remotely must do so in compliance with the terms and conditions set forth in this policy.

- A. Employees must maintain the confidentiality of student records and personally identifiable student information at all times. Such records and information shall not be discussed or exposed in the presence of unauthorized third parties.
- B. Employees shall ensure that they are available for digital meetings, to exchange correspondence with co-workers, and to receive direction from supervisors during work hours by computer, phone, and/or by email. Employees shall be diligent in checking for correspondence from co-workers and supervisors and shall reply, as necessary and appropriate, in a responsive manner. If technical problems prevent an employee from accessing correspondence, taking phone calls, or attending a digital meeting, he/she shall immediately inform his/her supervisor and the School's information technology department.
- C. Employees shall be responsible for the safety and security of all School files, equipment, and materials in their possession while working remotely.
- D. As directed by their supervisors, employees shall download and install, on School-supplied computers, necessary software programs and applications. Employees shall download and install the same on any personal computer if using such computer for purposes of working remotely.
- E. Public records created while working remotely shall be retained in accordance with the School's records retention schedule. This duty applies regardless of whether such records are created on School-owned or personal computers, or other technology.
- F. The duties and responsibilities of employment remain unchanged while working remotely, except as otherwise noted by an employee's supervisor.
- G. Direction and/or permission to work remotely may be revoked at any time.
- H. Employees shall, at all times while working remotely, comply with federal, state, and local laws and regulations and shall comply with all applicable Board policies.

Adopted: August 17, 2020