

SCHOOL CITY OF HOBART
BOARD OF SCHOOL TRUSTEES
Resolution 2020-8
TELEWORK- REMOTE WORK

“Telework” is defined as the performance of the essential functions of one’s job description in a work location. Telework is not an entitlement; it is a job assignment for employees to complete their assigned duties and responsibilities from a location other than their assigned school or office.

An employee’s performance when teleworking will be monitored in the same manner as all employees at their assigned school or office.

The following employees may not be eligible for a telework agreement:

- School-based employees when schools are in session. “Schools in session” means any day that students are scheduled to be in class.
- In the event of Emergency situations, TELEWORK-REMOTE WORK opportunities may be developed for other school based employees.

Work Location

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

Circumstances That May Warrant Teleworking

1. The supervisor may authorize employees other than those identified as essential, who would otherwise report to work during emergency school closings, to instead work from an approved work location.
2. When schools are closed for the summer break, the supervisor may authorize eligible employees to work from the alternate work location periodically on an agreed-upon schedule if they are not assigned summer school responsibilities.
3. Completion of special project work that requires minimal interruptions that is approved by the supervisor.
4. Unusual circumstances such as construction, accident, or natural disaster that make the assigned work location inaccessible/uninhabitable.
5. In the Event of an Emergency, The Superintendent and/or Designee will have the authority to initiate and implement Teleworking or Remote assignments.

Guidelines for Telework

1. Telework may not be used in lieu of taking sick leave. If an employee is sick and cannot perform telework, the employee must notify their supervisor that they are taking a sick day and can’t perform their telework.

2. Employees approved for telework must comply with all School City of Hobart policies and procedures including contracts and work schedules, and meet all evaluation performance standards.
3. 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 use is governed by the School City of Hobart Acceptable Use Policy.
4. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.

Procedures for Requesting Telework.

Employees desiring to telework on an as-needed basis should initiate the request with the immediate supervisor.

Authorization to telework will be determined by and is at the sole discretion of the superintendent/and or designee.

There are no grievance and appeal rights regarding this process.

Dated March 17, 2020

Board of School Trustees

Attest: _____
Secretary, Board of School Trustees