

THOMASVILLE CITY SCHOOLS TELEWORKING POLICY

In response to and in an effort to take proactive actions to address the Coronavirus Disease (“COVID-19”) public health emergency, Executive Order 117 directing that all public schools close for students effective Monday, March 16, 2020 until March 30, 2020, unless extended beyond that date, and any other unforeseen health and safety emergency that may hereafter arise, the Board temporarily delegates the authority to the Superintendent to designate employees, in individual or group situations, to work at alternate work locations for all or part of the workweek.. The Board has established these rules so that teleworking may be offered by the Superintendent as an alternative work arrangement as long as in the Superintendent’s absolute and sole discretion, the conditions continue to exist that necessitate the use of teleworking as an alternative work assignment. Using the structure adopted by the Office of State Human Resources and the mandate contained in G.S. 126-1 the following rules shall apply.

Covered Employees

All full-time and part-time permanent, probationary, temporary and time-limited employees may be eligible to participate in this program. The decision whether to allow a position or an employee to telework is wholly within the discretion of the Superintendent, or designee, and is not appealable to the Board.

Teleworking Program

Definitions For purpose of this policy, the terms below mean the following:

- **Alternate Work Location:** a worksite other than a central workplace which may include employees’ homes and satellite offices where District business is performed.
- **Central Workplace:** an employee’s assigned place of work or duty station owned or operated by the District. Typically, a central workplace is a duty station from which employees perform the functions of their job.
- **Telework/Teleworking:** a flexible work arrangement in which the Superintendent, or designee, directs or permits employees to perform their job duties away from their central workplace, in accordance with their same performance expectations and other approved or agreed-upon terms. It does not include work performed at a temporary worksite for limited duration.
- **Teleworker:** an employee engaged in teleworking.
- **Teleworking Agreement:** a written agreement that details the terms and conditions by which an employee is allowed to engage in teleworking.
- **Work Schedule:** The employee’s hours of work in the central workplace and/or in alternate work locations.

The Superintendent may establish Administrative Guidelines or other procedures that identify certain positions that are designated as telecommutable and shall identify the criteria for selecting employees who are eligible to engage in teleworking. As long as in the Superintendent’s absolute and sole discretion, the conditions continue to exist and/or District business necessity dictates, the Superintendent, or designee may require an employee to telework or not to telework.

Offering the opportunity to work at home is an option of the Superintendent, or designee, in their sole discretion; teleworking is not a universal employee benefit. Any teleworking decision is at the sole discretion of Superintendent, or designee. Additionally, the Superintendent, or designee, may designate certain positions as either voluntary or required to be performed as a condition of continued employment.

Conditions of Employment

The policies and procedures that normally apply to the central workplace shall remain the same for teleworking employees. This shall include but not be limited to performance management. Teleworking assignments do not change the conditions of employment or required compliance with policies and rules.

Designation of Terms of Teleworking Arrangements

Absent exigent circumstances, all teleworking arrangements shall be written and include the responsibilities of the District and the employee. Each participant in a teleworking arrangement must sign the document that contains the terms of the teleworking arrangement. At a minimum, the document shall define the parameters of the teleworking arrangement and shall comply with the policy provisions below:

- **Compensation and Benefits:** An employee's compensation and benefits will not change when s/he teleworks.
- **Safety and Liability:** the District shall establish procedures that provide reasonable assurance that materials, equipment and furniture supplied the employee at the alternate work location, if any, comply with applicable safety standards.
- **Restricted-Access Materials:** The District, including Technology Services, shall grant permission for teleworkers to work on restricted-access information or materials at alternate work locations. Teleworkers shall agree to follow District approved security procedures in order to ensure confidentiality and security of data.
- **Work Hours:** The total number of hours that employees are expected to work will not change, whether they are worked at the central or at the alternate work location. This does not, however, restrict the use of alternative work schedules. Departments must ensure that procedures are in place to track the work hours of employees who telework and to document the hours worked by employees covered by the Fair Labor Standards Act. Employees shall apply themselves to their work during designated work hours and not engage in other activities that are not work-related.
- **Operation Costs:** The District will not be responsible for any operating costs, home maintenance, or any other cost(s) (e.g. utilities, internet access) that may be associated with the use of the employee's residence as the telework site, nor will the District be liable for any damages to the employee's personal or real property during telework.

Termination of Teleworking Arrangement

The Superintendent, or designee, may terminate the teleworking agreement at his/her discretion. Termination of a teleworking arrangement by the Superintendent, or designee, is not grievable to the Board.