

Descriptor Term: Telework Procedures	Descriptor No: 5.602.2	Effective Date: July 2021 Former Descriptor: PER22
Policy References: Board Policy 5.602 - Staff Time Schedules		Revised: 11/24

1 **TELEWORK DURING EMERGENCIES**

2 All MCS employees are expected to work from their assigned school or facility site. However,
3 MCS recognizes that alternate or remote working arrangements may be necessary in cases of
4 widespread illness or other health emergencies, natural disasters, inclement weather, or other
5 instances where work may be disrupted and/or the assigned work location may be inaccessible.

6 When an emergency or inclement weather disrupts normal school district operations, the Director
7 of Schools may authorize telework for designated employees. In such cases, telework does not
8 require individual pre-approval. Only employees with roles adaptable to telework will be
9 authorized to work remotely during these situations. This may include administrative,
10 instructional, or support staff functions that can be effectively carried out through remote access.
11 If teleworking is authorized due to an emergency, employees are subject to the following
12 expectations:

- 13 1. Be accessible during regular work hours;
- 14 2. Complete assigned duties and communicate as directed by supervisors;
- 15 3. Use district-provided technology to complete assigned duties.

16 The authorization to telework during emergencies/inclement weather will conclude once normal
17 operations resume.

18 **TELEWORK DUE TO EXIGENT CIRCUMSTANCES**

19 An employee may make a request to their supervisor to be allowed to telework on a temporary
20 basis due to exigent circumstances. Exigent circumstances include unforeseen personal or family
21 situations that temporarily impact an employee's ability to work at their assigned work location.
22 Requests to consider telework should be submitted in writing to the employee's supervisor, who
23 will then submit to the Director of Schools for consideration.

24 In evaluating requests, the Director of Schools will consider the employee's job functions and
25 whether they can be performed remotely, the anticipated duration of the telework request, and the
26 potential impact on instructional and operational continuity.

27 Employees approved for telework under this directive will be expected to work within their typical
28 workday timeframe, unless otherwise approved by their supervisor. Employees are expected to be
29 accessible during regular work hours and complete assigned duties as directed by their supervisor.
30 The alternate work location must be free from distraction. Employees approved for telework must
31 comply with all District policies and administrative regulations/procedures. An employee's

32 performance when teleworking will be monitored in the same manner as all employees at their
33 assigned school or office.

34 The district will either provide a technology device for those who require remote work or provide
35 the necessary technological assistance which will enable the employee to utilize his/her own
36 computer equipment to access the Internet for continuation of required work. Employees are
37 discouraged from using the Internet from public places and accessing information and content
38 from networks outside of the district's service. Utilizing the Internet from public wi-fi is strongly
39 discouraged in order to prevent compromising critical and sensitive student information and/or
40 financial information. Employees are responsible for maintaining and protecting equipment on
41 loan from the district. Equipment on loan shall be used for work-related purposes only and use is
42 governed by the district's Acceptable Use Policy.

43 Work-related injuries that occur in the alternate work location must be reported to the employee's
supervisor and comply with the workers' compensation policy and procedures.

44 The Director of Schools retains the right to review and adjust telework arrangements as needed.
45 Telework granted under exigent circumstances is intended as a temporary measure and does not
46 establish a precedent for future requests. The district reserves the right to modify or terminate
47 telework arrangements at its discretion.



School District Telework Request Form – Exigent Circumstance

This form must be submitted to the Director of Schools for approval prior to initiating telework. Approval is at the discretion of the Director of Schools.

Employee’s Name: _____ Identification Number: _____

Department/School: _____ Employee Title: _____

Describe the Exigent Circumstance: *Please provide a brief description of the situation prompting this request for telework.*

Anticipated Duration of Telework: _____

Requested Telework Schedule: _____

Please list any district-approved technology or other resources you will require to telework:

Communication Plan: *Describe how you will maintain communication with your supervisor, colleagues, and any other necessary personnel.*

By signing below, employee acknowledges and understands that any telework arrangement approved under this request is temporary and based solely on the stated exigent circumstances. Employee agrees to adhere to and comply with all district policies and procedures relating to data security and confidentiality while teleworking.

Employee Signature

Date

Supervisor Acknowledgement

Please provide comments on the request, including job responsibilities that can be completed remotely and any potential impact on operational continuity:

Supervisor Signature

Date

Director of Schools’ Decision: Approved Denied

Additional Conditions or Comments:

Director of Schools Signature

Date