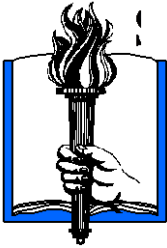


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Telework	Descriptor No: AD PER22	Effective Date: 7/01/21
Revised:		

1 **Murfreesboro City Schools understands there may be times such as public health, employee safety or**
2 **employee personal situations which dictate that an employee or groups of employees may be allowed**
3 **to work remotely.**

4 To that end, we will be implementing a Telework Policy to allow eligible employees to work from a remote
5 office location approved by Murfreesboro City Schools, subject to certain conditions.

6 Acceptance of this Telework Policy does not alter an employee’s duties, obligations, responsibilities and/or
7 conditions of employment with Murfreesboro City Schools unless specifically agreed upon in writing. The
8 Director of Schools is responsible for the efficient operation of the school district and has the sole discretion
9 to designate individuals to work remotely. Working remotely is not an employee’s right and no employee is
10 guaranteed the opportunity to telework. Either the employee or Murfreesboro City Schools may end the
11 remote work assignment at any time with or without cause. Use of the Telework Policy is subject to the
12 following conditions:

13 **Eligibility:**

14 Not all positions at Murfreesboro City Schools lend themselves to remote work. The employee must first get
15 their supervisor’s approval to be considered eligible to telework. Then the Director of Schools must approve
16 all requests to telework, including the location and the length of time the employee requests to telework. All
17 requests must have a stated start and end date. Working remotely indefinitely or without a set end date will
18 not be approved. This permission may be withdrawn at any time as the school system’s needs require.

19 **Designated Workspace:**

20 It is the responsibility of the employee to designate a remote workspace, which is typically, a space in the
21 employee’s home (an office, spare bedroom, etc.). No work shall be performed outside of this designated
22 workspace. The designated workspace must be kept in a safe condition, free from hazards to both the
23 employee and the equipment. Should the employee sustain any injuries in their designated workspace and in
24 conjunction with his or her regular work duties, the employee is responsible for notifying their supervisor of
25 such injuries within twenty-four (24) hours. Murfreesboro City Schools will not be responsible for any
26 injuries to the employee or any third parties outside of the designated workspace or during the employee’s
27 non-working time.

28 If, while working from a designated workspace, the employee experiences technical issues with their
29 computer or internet access that prevent the employee from working remotely, the employee must notify
30 their supervisor immediately. Interruptions to work caused by internet outages may require the employee to
31 discontinue working remotely until the outage is fixed. If the employee loses power/internet and they cannot
32 complete their work for that day, the employee must use a half day or full day (depending on the
33 circumstances) of applicable paid leave or unpaid leave.

34 Employees working from a designated workspace may, from time to time, be required to come to their usual
35 work site as required by the needs of the school system. Employees approved to work remotely must
36 continue to reside in the state of Tennessee.

37 **Remote Meetings:**

38 Employees working from a designated workspace will be expected to attend all essential meetings via video
39 conference or by phone.

40 **Rules and Policies:**

41 All of Murfreesboro City Schools' rules and policies, including those set forth in Murfreesboro City School's
42 Employee Handbook, apply while working from a designated workspace. These policies include, but are not
43 limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment. Employees are
44 reminded that this Telework Policy is not to be used in place of sick leave, FMLA leave, etc. Murfreesboro
45 City Schools is not responsible for any expenses related to remote work during this period which includes
46 internet connectivity, electricity, and any maintenance of equipment not issued by Murfreesboro City
47 Schools.

48 Employees working from a designated workspace understand that they must use district owned computers
49 and that their computers and the internet may be monitored by Murfreesboro City Schools periodically
50 during their work time.

51 **Designated Work Time:**

52 Employees must follow their regular assigned work schedule, unless otherwise discussed with and approved
53 by the employee's supervisor. All arrangements for childcare, elder care, repair persons, etc. must be
54 arranged so as not to interfere with the employee's regular work schedule. The employee is expected to
55 maintain appropriate levels of productivity and quality of work while working remotely.

56 **Time Keeping:**

57 Employees who are not exempt from the overtime requirements of federal and state laws
58 will be required to accurately record all hours worked and submit accurate time records to their supervisors.
59 Overtime hours will require the advance approval of the employee's supervisor. Failure to comply with these
60 requirements may result in the immediate termination of the remote
61 working arrangement.

62 **Meal and Rest Breaks:**

63 Employees must take an uninterrupted meal break of at least 30 minutes that must begin before the end of the
64 fifth hour of work.

65 **Confidentiality and Security:**

66 Employees working remotely are reminded that even if they are working from a designated workspace, they
67 are bound by any Murfreesboro City Schools' confidentiality and/or security policies, consistent with
68 Murfreesboro City Schools' expectations of information security for employees working in the office.
69 Remote employees will be expected to ensure the protection of proprietary company and customer

