

Remote Work Administrative Regulations

- If you are ill, caring for an ill family member or unable to report to work for personal reasons, remote work is not allowed.
- If you provide direct services to students, either instructional, support or supervision responsibilities, you must report to work or report an absence if unable to report to work.
- If your job responsibilities and/or duties can only be completed or fulfilled at a district location or require the use of District equipment, you may not work from home.
- If participating in a training that is six hours or more per day, you may complete the training from a remote location.
- If participating in a training that is less than six hours per day, you must complete the training from a district location. If at a location other than your own, you must be at your assigned location for the remainder of the workday.
- Any remote work arrangement must:
 - a. Be based on an organizational need.
 - b. Be pre-approved by the building principal or director level or above supervisor.
 - c. Align with regularly scheduled work hours, unless otherwise approved by the principal or supervisor.