
REMOTE WORK POLICY

Pathways Academy Adult Education (“School”) adopts this Remote Work Policy to outline the parameters in which remote work options may be allowed. The purpose of this policy is to define the expectations and responsibilities of applicable parties throughout the span of a remote work arrangement. The School provides remote work arrangements to employees in an effort to support a healthy and positive workplace, provide flexibility, maximize the effective use of office space, increase productivity, and support business continuity on an as-needed basis.

DEFINITIONS

Remote work, working remotely, telework, telecommute, or work-from-home are defined as any work arrangement that allows employees to work outside of their primary worksite at an alternate location at least one day a week, pursuant to an approved remote work agreement.

REMOTE WORK REQUEST & APPROVAL PROCESS

The approval of each remote work situation shall be made on a case-by-case basis at the discretion of management. The School reserves the right to approve or deny any remote work request at the discretion of the School and its representatives.

Meeting the criteria stated in this policy does not guarantee approval to work remotely. Telecommuting might not be feasible within some departments or for certain positions within the School. Employees interested in telecommuting arrangements should discuss the matter with their supervisors.

ELIGIBILITY

In order for remote work to be considered, the employee must successfully complete a probationary period as determined by the School, typically measured with an employee’s evaluation. The supervisor must determine that the work can be successfully completed remotely and working remotely cannot cause any inconvenience or hardship to the School. The ability to telecommute is a privilege that will be reviewed as needed, is never guaranteed, contingent upon the employee’s positive evaluation, always up to the supervisor’s discretion, and may be rescinded at any time with or without reason.

Employees shall be permitted to work remotely under the following conditions:

- The nature of the work to be performed at the remote location is operationally feasible
- The overall quality and quantity of work performed remains within the School’s standards throughout the remote work arrangement

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- The employee acknowledges that the remote work arrangement may be terminated at any time at the discretion of the School
- The employee agrees to adhere to all existing and future policies provided by the School throughout the duration of their remote work arrangement, including safety expectations and timekeeping expectations, and meal and rest breaks if applicable
- The employee acknowledges that failure to follow the School's existing and future policies, rules, and procedures may result in termination of the remote work arrangement and/or disciplinary action

A complete list of expectations and eligibility criteria will be provided to the employee by the human resources department. Under unique circumstances (pandemics, inclement weather, etc) exceptions to these eligibility requirements may be made at the discretion of the supervisor.

If both the position and employee have been approved by the school director and supervisor, the employee will draft a written plan for the supervisor's consideration.

EQUIPMENT

On a case-by-case basis, the School will determine and approve, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement. The human resources and information system departments will serve as resources in this matter. Equipment supplied by the School will be maintained by the School. Equipment supplied by the employee, if deemed appropriate by the School, will be maintained by the employee. The School accepts no responsibility for damage or repairs to employee-owned equipment. The School reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the School is to be used for business purposes only. The telecommuter must sign an inventory of all School property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all School property will be returned, unless other arrangements have been made.

The School does not provide telecommuting employees with equipment or office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner.

The School will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary and reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job. Whenever practical, the employee should make

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every effort to utilize the School office and supplies to perform any duties that may incur additional expenses.

SECURITY

Consistent with the School's expectations of information security for employees working at the office, remote employees will be expected to ensure the protection of proprietary School and student information accessible from their home office. Steps include the use of regular password maintenance and any other measures appropriate for the job and the environment.