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## REMOTE WORK POLICY

In an effort to provide flexibility, maximize productivity, and develop a positive working environment, Pathways Academy Adult Education (“PAAE” or “School”) has adopted a policy permitting remote work in certain circumstances. In order for remote work to be considered, the employee must successfully complete a probationary period determined by the school, typically measured with an employee’s evaluation. The director/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contingent upon the employee’s positive evaluation; always up to the director/supervisor’s discretion; and may be rescinded at the discretion of the director at any time without notice.

This policy provides guidelines to support the staff in order to function optimally while working remotely.

### **Evaluation of Position Duties:**

Positions and responsibilities are evaluated by the department director/supervisor using a variety of criteria to determine eligibility for remote work. The following factors may be considered by the department director/ supervisor, but are not an exhaustive list:

1. Are the duties of the position location-specific?
2. Does the majority of the work involve the electronic transmission of information or documents suitable for telecommuting where confidentiality is not at risk?
3. What level of supervision or face-to-face contact is required per the position?
4. What resources must be accessible to meet the responsibilities of the job?
5. What types of reasonable accommodations per ADA are necessary to be successful at the job?

### **Evaluation of Employee Eligibility:**

In addition, the employee’s eligibility for remote work is evaluated. The skills and competencies of the employee are examined by the department director/supervisor upon the employee’s completion of the said probationary period and re-evaluated as needed. Employees must demonstrate the following:

1. Organization
2. Time-management skills
3. Self-motivation
4. Written and verbal communication skills

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**REMOTE WORK POLICY**

5. Ability to work with limited supervision
6. Performance record and job knowledge
7. Status of training completion
8. Comfort using assigned equipment and accessibility to necessary equipment
9. Resourceful when handling technology issues
10. Ability to establish work/home life boundaries
11. Supportive remote work environment free from distractions

If both the position and employee have been evaluated and approved by the school director and supervisor for remote work, the employee will draft a written plan for the director and their supervisor/manager's consideration. Positions established by management to perform duties strictly remotely, will be identified as such on the job description. For all other positions, the remote work plan will consist of the following elements:

1. An outline of tasks per the job description that will be completed while working at the administrative office and those that may be completed remotely
2. A suggested schedule of tasks to be completed weekly from the administrative office and those that may be completed remotely
3. A proposed weekly plan for work hours ensuring all work-related business is conducted during normal business hours of Monday through Friday, 8:00 a.m. - 5:00 p.m., and that for nonexempt employees all required breaks and meal periods are observed and indicated as per the weekly plan
4. An explanation of how often and by what method the employee will check in with their immediate supervisor
5. Assurance that the remote office meets safety standards by submission of a completed [Safety Checklist](#)\*

*\*The supervisor may conduct a walk-through of the remote office and/or the employee may be required to submit pictures demonstrating the remote workplace meets the school's safety requirements.*

*\*It is at the employees' discretion to provide and uphold ergonomic compliance in their remote work location as per the Safety Checklist. Pathways Academy Adult Education reserves the right to provide equipment to employees for use in their remote office as required for the purpose of reasonable accommodation (industrial or non-industrial). Any equipment provided for such purpose shall remain the sole property of the school and must be returned upon separation from employment. Pathways Academy Adult Education offers all staff ergonomic, ADA compliant working stations for use at their administrative office location*

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**REMOTE WORK POLICY****Application of Remote Work Guidelines for Non-Exempt Employees:**

1. Timecards must be kept current. An employee's timecard must accurately reflect the hours worked and meal periods that are taken. As per the Employee Handbook; inefficiency to keep timecards current may subject the employee to appropriate disciplinary action, up to, and including termination.
2. The employee will clock out for all non-work related activities.
3. If the employee is contacted when not clocked-in, they must wait until they are clocked in to review, respond and complete assigned tasks.
4. As per the Employee Handbook, the employee may be required to attend meetings at the office or other predesignated locations regardless of the approved remote work schedule.
5. All school-related correspondence must be conducted during normal business hours of Monday through Friday, 8:00 a.m. - 5:00 p.m.
6. All overtime must be pre-approved by the director/supervisor.
7. The employee is required to take all mandatory rest breaks and meal periods, unless a meal period waiver has been signed and submitted to the supervisor. According to California Labor Law, it is required that all rest breaks and meal periods be taken within a certain timeframe as stated in the Employee Handbook.
8. Employees are required to report immediately to their supervisors any injury or illness considered to be work-related, including slips or falls, regardless of whether it occurred on school property or in the telecommuter's remoteoffice.
9. While working remotely, employees will maintain the expectations outlined in the Employee Handbook.
10. Employees are provided access to standard office equipment, Internet and phone lines at the school office to complete all work tasks.

If at any time it is determined that an employee is not able to successfully complete their job responsibilities while working remotely, or meet the requirements of the following policy, the offer will be reconsidered and possibly revoked. Pathways Academy Adult Education may rescind the offer to work from home at any time with or without prior notice.

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**REMOTE WORK POLICY**
**Remote Work Plan:**

- 1) Job duties to be performed remotely/to be performed in the administrative offices (a copy of the job description highlighting duties to be performed remotely may be attached):
  
- 2) Weekly work schedule:
  
- 3) Plan for communication between employee and supervisor:
  
- 4) Safety checklist completed and attached.

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**Employee Acknowledgement:**

*By signing below, the employee agrees to the terms outlined in this policy and the remote work plan.*

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

**Supervisor Acknowledgement:**

Supervisor's signature indicates approval of the remote work plan and further acknowledges their responsibility to monitor employee work performance and compliance with expectations outlined in the Employee Handbook and board policies.

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>