

Marion County Board of Education			
Monitoring: Review: Annually, in June	Descriptor Term: Telework During Emergencies	Descriptor Code: 5.1151	Issued Date: 05/18/20
		Rescinds:	Issued:

1 Marion County Board of Education (MCBOE) is committed to maintaining a workplace that facilitates
 2 the recruitment of new employees and helps in the retention of existing employees. Additionally,
 3 MCBOE desires to maintain work facilities in the case of emergencies or in the event of a district wide
 4 closure.

5 Teleworking is a work arrangement where eligible employees are allowed to perform their normal
 6 duties and responsibilities through the use of hardware and software at an alternate location from their
 7 normal work site. This policy establishes and defines telework and those that are eligible and defines
 8 the procedures for performing work from an alternate location.

9 This emergency based telework policy is intended to aid in the recruitment and retention of a diverse
 10 and talented work force, reduce costs to employee and provide continued job productivity during times
 11 of emergency.

12 **Definitions:**

- 13 1. **Alternate Work Location** – A work site other than the employee’s central work location. This
 14 is usually the teleworker’s home.
- 15 2. **Central Work Location** – The location where the employee would be required to work if they
 16 were not doing telework.
- 17 3. **Eligible Employee** – An employee in a job identified by the Director of Schools and or his/her
 18 designee as being essential during times of emergency and suitable for telework.
- 19 4. **Telework** – A work flexibility arrangement under which an employee performs the duties and
 20 responsibilities of such employee’s position, and other authorized activities, from an approved
 21 alternate work location.
- 22 5. **Teleworker** – An eligible and approved employee with work assignments that can be fulfilled
 23 from an approved alternate work location using agency provided computer-based solutions.

24 **General Duties:**

- 25 1. MCBOE administrators may encourage an employee to telework if the duties and
 26 responsibilities of the eligible person are required during times of emergency, and if the
 27 schedule and arrangements fit the needs of both the district and the employee. Likewise, an
 28 employee’s participation in the MCBOE teleworking program is voluntary, however in the
 29 event of an emergency, employees may be required to take approved leave if unable to
 30 telework.
- 31 2. An employee’s participation in the program will be determined by the length and duration of
 32 the emergency and will be both initiated and ended at the discretion of the Director of Schools.

- 1 3. MCBOE Director of Schools will identify the job positions with duties or portions of duties
2 that are essential during the time of emergency and may still be required to work on site. Other
3 employees performing duties that are essential to the district's productivity may be eligible to
4 work from an alternate work location.

5 **Working Conditions and Expectations of Employees during Teleworking:**

- 6 1. Employees who are teleworking should assess the portability of their work and the level of
7 technology available at the alternate work location as they prepare to telework. In many cases,
8 employees will need to plan their telework days in advance in order to be as effective as
9 possible. While planning, employees should consider the following questions:
10 a. What files or other documents will be needed from the regular workplace for
11 teleworking the next day(s)?
12 b. What equipment will be needed?
13 c. Who needs to be notified of scheduled teleworking?
14 d. What other steps may be needed before leaving the Central Work Location (e.g.
15 forwarding calls, etc.)?
16 e. To prepare for the contingency of an unscheduled telework day, what should be
17 available at all times at the Alternate Work Location that would enable the employee to
18 be functional without coming onsite to retrieve materials?
- 19 2. Although directors are ultimately responsible for the healthy functioning of the workgroup,
20 teleworkers must help manage the group's expectations and their own communication in order
21 to avoid any negative impact on the morale or productivity of non-teleworkers. Issues that
22 should be considered include:
23 a. Backup: Even with every portable work, there are inevitably instances where physical
24 presence is required, and a co-worker needs to step in. Co-worker backup should be
25 planned. It should also not be burdensome, and it should be reciprocal. Resulting cross-
26 training has broad organizational benefits.
27 b. On-the-Spot Assistance: Teleworkers may occasionally need someone who is
28 physically in the Central Work Location to assist them, for instance, to fax or scan a
29 document to them, or to look up information. Again, these arrangements should not be
30 unexpected or burdensome, and they should be reciprocal.
31 c. Communication: The director and co-workers need to be kept apprised of the
32 teleworker's schedule, how to reach him/her, how to handle telephone calls or other
33 communications that need to go to the teleworker, and how guests are to be handled.
- 34 3. Employees must take responsibility for the security of the data and other information they
35 handle while teleworking. Additionally, employees are required to comply with the districts
36 information security policies, participate in any assigned information security training, follow
37 security protocols, and maintain security of any relevant materials including files,
38 correspondence, and equipment. Employees must ensure that the alternate work location is
39 appropriate and provides the work environment, connectivity, technology, resource access, and
40 security authority consistent with the work in which the employee is engaged.
- 41 4. Employees must procure and provide internet services appropriate to the work effort at their
42 own expense.
- 43 5. Employees must maintain flexibility and responsiveness to the needs of the director, work
44 team, and agency.

1 **Expectation of Directors of Teleworking Employees**

2 Directors of employees utilizing alternate work location arrangements have certain responsibilities
3 which include, but are not limited to, the following:

- 4 1. Setting forth appropriate measures to protect confidential information;
- 5 2. Ensuring that customer service is not adversely affected;
- 6 3. Undertaking the necessary risk assessments of the office design and working practices;
- 7 4. Clearly defining and setting forth the teleworking employee's responsibilities;
- 8 5. Maintaining effective communication with teleworking employees;
- 9 6. Maintaining responsibility and accountability for treating all teleworking and non-teleworking
10 employees similarly in acts involving managerial discretion, including but not limited to:
11 distribution of assignments among employees in the work unit, use of appropriate tracking and
12 communication tools, performance management, both informal and formal feedback,
13 performance coaching, learning and development, reassignment, promotions, retention, and
14 discipline.

15 **Hardware, Software, Supplies:**

- 16 1. Employees approved for telework must maintain a dedicated and safe work environment.
- 17 2. General office supplies such as pens and paper will be provided by MCBOE and should be
18 obtained at the Central Work Location. The employee will not be reimbursed for out-of-pocket
19 expenses for supplies normally provided by MCBOE.
- 20 3. Employees who telework are subject to the same policies regarding the use of MCBOE
21 provided equipment and services as that of employees at the Central Work Location.

22 **Security:**

23 An employee who teleworks shall not allow anyone other than MCBOE employees to utilize MCBOE
24 provided services or equipment. Employees will keep remote work and information confidential,
25 secure, and safe. This includes protecting assets and information in accordance with MCBOE policies
26 and procedures.

27 **Termination of Privileges:**

28 MCBOE may terminate the Teleworking Agreement at any time, based on the duration of the
29 emergency and the overall needs of the district. Depending on the circumstances, an employee's
30 violation of the Teleworking Agreement may result in disciplinary action.