

## **Policy**

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### WORKING FROM HOME

The board directs the superintendent to make arrangements for the continuity of the educational program in the event that the school facilities are shut down. Working from home arrangements including virtual education may be made on an "as needed basis." The board shall authorize employees to work from home when:

- A. The school is closed by state order due to contagion;
- B. A natural disaster or weather event prevents access to the school facilities; and/or
- C. The employee's job responsibilities may be performed from home.

Essential personnel may be required to report to work on a full or partial schedule at the school facilities. The identification and assignment of essential personnel shall be made by the superintendent in consultation with the board of education. The superintendent in consultation with the board of education shall consider the nature of the event, the expected duration of the closure, the safety of the employee and the job functions that shall be required to maintain the facilities and/or the educational program.

#### Employees Working From Home

Any work from home arrangement is subject to approval by the superintendent and building principal. Employees working from home shall:

- A. Check in with the office regularly, and as required by their supervisor;
- B. Inform their supervisor of their whereabouts so they may be reached easily;
- C. The employee timecard should reflect worked from home in the *Notes* field.

When an employee's request to work at home is approved, the employee is expected to work in a manner which is in keeping with a work style of accessibility, communication, and productivity.

Positions that require direct service to students and administrators including administrative staff, teaching staff members, school counseling personnel, school medical personnel, instructional and noninstructional aides, secretarial staff, cafeteria staff and transportation staff shall not be authorized to work from home unless the school is closed due to contagion, a natural disaster or weather event that prevents access to the school facilities, or as otherwise ordered by the state or federal government. Exceptions may be made on an individual basis on the recommendation of the superintendent.

If the superintendent is authorized to work from home for reasons other than school closure, the specific days shall be pre-approved by resolution of the board of education. If pre-approval is not possible, the board president may authorize the arrangement and the board of education shall approve the arrangement at their next board meeting.

Date: July 13, 2020

First Reading: July 22, 2020

Second Reading/Adoption: August 26, 2020

WORKING FROM HOME (continued)

Key Words

Accommodation, Work from Home, Modified Duty, Light-duty

<b><u>Legal References:</u></b>	<p><u>N.J.S.A.</u> 18A:6-6  <u>N.J.S.A.</u> 18A:6-66    <u>N.J.S.A.</u> 18A:16-2 through -5  <u>N.J.S.A.</u> 18A:27-4    <u>N.J.S.A.</u> 18A:40-10  <u>N.J.S.A.</u> 18A:66-39  <u>N.J.S.A.</u> 26:4-1  <u>N.J.S.A.</u> 26:4-6  <u>N.J.S.A.</u> 26:4-15  <u>N.J.S.A.</u> 26:5c-1 <u>et seq.</u>  <u>N.J.A.C.</u> 6A:16-1.4 <u>et seq.</u>  <u>N.J.A.C.</u> 6A:16-2.1  <u>N.J.A.C.</u> 6A:32-6.1 <u>et seq.</u>  <u>N.J.A.C.</u> 8:61-1.1 <u>et seq.</u>    <u>N.J.A.C.</u> 12:100-4.2</p>	<p>No sex discrimination  Rights and benefits of personnel (educational services commission)    Physical examinations; drug testing; requirement  Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder  Exclusion of teachers and pupils exposed to disease  Disability retirement  "Communicable disease" defined  Prohibiting attendance of teachers or pupils  Reporting of communicable diseases by physicians  AIDS Assistance Act  District policies and procedures  Health services policy and procedure requirements  School Employee Physical Examinations  Participation and Attendance at School by Individuals with HIV Infection  Safety and Health Standards for Public Employees (Adoption by reference)</p>
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<b><u>Cross References:</u></b>	<p>*4112.4/4212.4 Health  *4112.6/4212.5 Personnel records  *4151/4251 Attendance patterns  *4151.1/4251.1 Personal illness or injury</p>
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\*Indicates policy is included in the Critical Policy Reference Manual.