

All Personnel

WORKING REMOTELY

BP 4113.5

The Governing Board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the district's ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement for documented medical reasons or safety concerns may also be granted upon request after a full review by the Executive Leadership Team, and final approval granted by the Superintendent or designee. Working remotely for reasons of illness or safety concerns shall be contingent on the submission of appropriate medical documentation and, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder district operations.

The opportunity to work remotely shall be entirely at the district's discretion, and no grievance or appeal right may arise from district denial of any employee request for remote work.

Employees approved for remote work shall comply with all district policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. An employee working remotely shall maintain at the employee's expense appropriate internet access and a communication device such as a land line or cell phone. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with Board policy.

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The district may provide to employees who work remotely the necessary materials to conduct their work activities which may include necessary supplies, materials, and technology devices.

Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of the district in order to safeguard confidential information. Employees shall be responsible for maintaining and protecting materials, equipment, and technology devices on loan from the district and shall adhere to the district's Acceptable Use Agreement. The employee's personally owned equipment may only be used for district business when approved by the Superintendent or designee.

Work done at a remote work location is considered official public business. District records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential or made accessible to the public in accordance with law.

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Gov. Code 12900-12996

Gov. Code 6250-6270

Lab. Code 226.7

Description

Fair Employment and Housing Act

California Public Records Act

Mandated meal, rest, or recovery periods

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Lab. Code 6400

Safe and healthful employment and place of employment

Lab. Code 6401

Unsafe workplace

Federal

42 USC 12101-12213

Description

Americans with Disabilities Act

Management Resources

Website

Description

[California Department of Industrial Relations](#)

Cross References

Policy

0470

Description

[COVID-19 Mitigation Plan](#)

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[Access To District Records](#)

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[Access To District Records](#)

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[Emergencies And Disaster Preparedness Plan](#)

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[Emergencies And Disaster Preparedness Plan](#)

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[Emergency Schedules](#)

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[District Records](#)

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[District Records](#)

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[Nondiscrimination In Employment](#)

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[Nondiscrimination In Employment](#)

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[Reasonable Accommodation](#)

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[Employee Use Of Technology](#)

4040-E(1)

[Employee Use Of Technology](#)

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[Assignment](#)

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[Assignment](#)

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[Evaluation/Supervision](#)

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[Evaluation/Supervision](#)

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[Dismissal/Suspension/Disciplinary Action](#)

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[Dismissal/Suspension/Disciplinary Action](#)

4119.21

[Professional Standards](#)

4119.21-E(1)

[Professional Standards](#)

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[Collective Bargaining Agreement](#)

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[Employee Compensation](#)

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[Health And Welfare Benefits](#)

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[Health And Welfare Benefits](#)

4156.3

[Employee Property Reimbursement](#)

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[Employee Safety](#)

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[Employee Safety](#)

4157.1

[Work-Related Injuries](#)

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[Ergonomics](#)

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[Personal Illness/Injury Leave](#)

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4215	<u>Evaluation/Supervision</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.21	<u>Professional Standards</u>
4219.21-E(1)	<u>Professional Standards</u>
4241	<u>Collective Bargaining Agreement</u>
4251	<u>Employee Compensation</u>
4254	<u>Health And Welfare Benefits</u>
4254	<u>Health And Welfare Benefits</u>
4256.3	<u>Employee Property Reimbursement</u>
4257	<u>Employee Safety</u>
4257	<u>Employee Safety</u>
4257.1	<u>Work-Related Injuries</u>
4257.2	<u>Ergonomics</u>
4261.1	<u>Personal Illness/Injury Leave</u>
4315	<u>Evaluation/Supervision</u>
4319.21	<u>Professional Standards</u>
4319.21-E(1)	<u>Professional Standards</u>
4351	<u>Employee Compensation</u>
4354	<u>Health And Welfare Benefits</u>
4354	<u>Health And Welfare Benefits</u>
4356.3	<u>Employee Property Reimbursement</u>
4357	<u>Employee Safety</u>
4357	<u>Employee Safety</u>
4357.1	<u>Work-Related Injuries</u>
4357.2	<u>Ergonomics</u>
4361.1	<u>Personal Illness/Injury Leave</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>

Policy
Adopted: June 23, 2022

PASADENA UNIFIED SCHOOL DISTRICT
Pasadena, California