



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

TELECOMMUTING | 4009.03

This policy sets forth the Red Clay Consolidated School District's policy regarding telecommuting and establishes the requirements for employees to designate alternate work locations in order to promote general work efficiencies and/or to provide continuity of operations in the event an employee must use an alternate work location

DEFINITIONS

Alternate Work Location: Approved worksites other than the employee's central workplace where official duties are performed.

Central Workplace: An employer's primary location where employees are assigned to work

Telecommuting: A work arrangement in which employees perform essential functions of their job at an alternate work location in accordance with this telecommuting policy.

Work Schedule: The employee's hours of work in the central or alternate work locations.

GUIDELINES

Employees may be required to telecommute for events requiring employees to work at alternate work locations to maintain continuity of operations.

The employee must be available during telecommuting hours via phone and email as s/he would if working at their central workplace location.

The employee will be required to use applicable annual, sick, or compensatory leave accruals if the employee is unable to work the entire telecommuting day.

The employee is responsible for obtaining equipment and services necessary to maintain communication from the alternate work location.

The school district will not, unless deemed in its best interest, assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as an alternate work location. Examples include but are not limited to hardware/software repair, telephone equipment, service or repair, office desk or chair, broadband/internet access.

If the alternate location is in the employee's residence, the employee is responsible for ensure their alternate work location is a safe environment. Injury resulting from unsafe work conditions at the employee's alternate work location, which is not in the control of the agency, is the responsibility of the employee.

Questions about the information contained in this administrative memorandum should be directed to Human Resources.