

**Policy GBAD: TELEWORK**

Status: ADOPTED

Original Adopted Date: 12/14/2020 | Last Reviewed Date: 12/14/2020

**Definition**

*Telework* – For the purposes of this policy, telework is defined as a flexible work arrangement where employees perform some or all of their job duties from home or another approved worksite. Employees who are approved to telework are considered present for attendance purposes.

**General**

In general, the Columbia School District prefers that employees perform their duties at their assigned district buildings or offices to build relationships with students and families, ensure appropriate supervision and enable collaboration with coworkers. However, there are some positions that require employees to occasionally work remotely. There are other occasions where telework might increase district and student access to qualified employees, decrease absenteeism, be an appropriate accommodation for a disability or be a necessary alternative to closing district operations completely during an emergency.

Telework is not an entitlement and, unless there is a district emergency or disruption of operations, will be approved only when the district benefits from the arrangement and employees can effectively complete their duties remotely. Teleworking employees will be held to the same performance expectations as other employees and they are expected to follow all district policies, procedures and supervisor and human resources directives. The superintendent or designee may revise or withdraw permission to telework. Some positions may not be appropriate for telework when an employee's physical presence is required at their site or location to do the essential functions of their position.

The Board directs the superintendent or designee to create procedures to implement this policy.

**District Emergency or Disruption of Operations**

The district may include telework in its emergency operations plan. If the district determines that a school building must close due to inclement weather, an epidemic or another emergency or disruption in district operations, an employee may be required to telework. While these situations are not common, telework is an essential function of an employee's position if the district determines that such work is necessary to maintain district operations. The superintendent or designee will include telework requirements in employee job descriptions.

When telework is necessary, the district will provide employees with equipment and reasonable supports to assist with the transition. When telework is considered an essential function of an employee's position, an employee may be disciplined or terminated for refusing to work remotely or may be required to use paid leave days when available.

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**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

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**Cross References**

**Description**

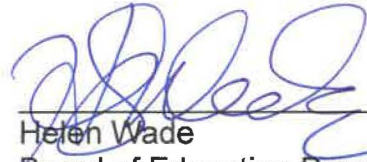
AC	<a href="#">PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION</a>
EHB	<a href="#">TECHNOLOGY USAGE</a>
EHBA	<a href="#">STUDENT USE OF PERSONAL ELECTRONIC DEVICES FOR INSTRUCTIONAL PURPOSES</a>
EHB-R1	<a href="#">TECHNOLOGY USAGE</a>
EHB-R2	<a href="#">TECHNOLOGY USAGE</a>
IC	<a href="#">ACADEMIC CALENDAR</a>

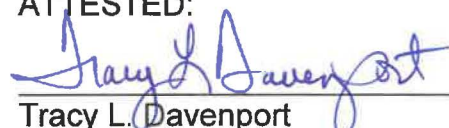
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STUDENT RECORDS

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STUDENT RECORDS

  
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Helen Wade  
Board of Education President

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Board of Education Secretary