



## Temporary Telecommuting (COVID-19) Policy

### Purpose

On March 30, 2020, Governor Wolf announced that all schools would remain closed for the remainder of the 2019-2020 academic year except for essential employees. In efforts to adhere to this mandate of social distancing to minimize the spread of the COVID-19 virus, Renaissance Academy Charter School will implement a Temporary Telecommuting (COVID-19) work from home policy. Although the campus will be closed, teaching and learning will continue, and staff members will temporarily work remotely until further notice.

The Temporary Telecommuting (COVID-19) policy will provide the flexibility needed in either taking time from work or working remotely for legitimate reasons (for example, self-isolation due to travel, caring for children during school closures, caring for elderly family members, and those at risk with weakened immune systems, among others). Employees will have the flexibility to adjust to changing circumstances as the current public health situation continues to evolve.

This telecommuting policy lasts only for the duration of the outbreak and closures, as defined and communicated by the School and health officials.

### Policy Statement

Telecommuting shall be defined as a temporary work arrangement that allows the staff member to fulfill all or a portion of their primary job responsibility at a location other than the work site, such as their home.

This telecommuting arrangement is effective for the period the School and health officials determine appropriate as a result of COVID-19.

Due to the uncertainty of the length of the mandated enforcement and severity of COVID-19 employees should not assume any specified period of time for the work from home arrangements. All temporary telecommuter arrangements will be evaluated on an ongoing basis and subject to being modified or discontinued immediately upon written notice.

The below guidelines outlines eligibility, expectations, and procedures regarding staff members working remotely.

### Eligibility

Candidates for telecommuting arrangements must meet **at least** one of the following criteria:

- Be in a position in which some or all of the functions may be performed from home—which will be determined at the sole discretion of the immediate supervisor and CEO.
- An employee has requested to telecommute due to a disability or medical condition for self or someone at home specifically related to COVID-19.
- An employee is under quarantine or required to remain at home due to COVID-19 daycare or school closure.

**On-Campus Essential Employees** are individuals that support school service and duties that can only be performed on campus. On-Campus Essential Employees are expected to report to work as scheduled unless otherwise notified by the supervisor. The determination of OCE services and employees is subject to change as the COVID-19 situation develops.

Department of Education, in conjunction with PA.gov website - [PA.GOV Responding to COVID-19 Page](#), provides a listing of essential services and employees. *Examples of essential services include, but are not limited to, administration, food preparation and distribution, housing, information technology, building maintenance, and operations (e.g., payroll).*

As we continue to practice aggressive social distancing the Facilities staff are the only essential employees that are allowed to work on campus at this time. **Please note:** We will update these guidelines as we learn more about the spread and impacts of the virus and adjust business operations accordingly.

All employees except for Facilities staff members must have approval from the CEO to access the building.

## Expectations for All Staff

Telecommuting staff members are responsible to:

- Fulfill the expectations agreed upon with their supervisor regarding the scope of their telecommuting assignment, such as:
  - Be available by phone and/or e-mail during school business hours.
  - Respond to all emails and voicemails within one business day. You do not need to provide an answer within one business day; but you must respond to each email indicating that you have received the message and that you will respond fully in a timely manner.
  - Follow agreed hours or normal on-site work schedule (rest/meal breaks, overtime, and other wage and hour requirements still apply).
  - Accurately and timely completed timecard in True Time. (non-exempt employees)
  - At the supervisor's discretion the employee may be required to keep a daily task sheet to have readily available for review upon supervisors request.
  - Workload may be adjusted or reallocated as necessary.
  - Communicate personal needs, including reporting absences of work due to injury, illness, or caring for a family member.
  - Protect School information by following the policies governing confidentiality, information security, software licensing, and data protection; ensuring that unauthorized individuals do not access data, either in print or electronically; and not accessing restricted-level information in print or electronically.
  - Telecommuting arrangements must constitute a safe working environment and are governed by the provisions of workers' compensation during the agreed upon work hours while performing *work-related duties*. The employee will immediately report to their supervisor job-related accidents which occur at the alternate work location during the agreed upon work hours while performing work-related duties.
  - The designated remote work location is considered an extension of the work environment and must maintain a professional atmosphere and decorum.

- When participating in video conference meetings, be presentable, find a quiet space and join the meeting on time.
- Maintain a safe environment in which to work, the employee is responsible for completing the Safety Checklist and agrees to inspection at the request of a designated School official.

## **Expectations for Non-Exempt & Exempt Employees**

### **Using True Time, Calling Out, and Time Off Request**

The opportunity to work from home will be granted for a limited period of time and can be withdrawn at any time. If you cannot work remotely due to you being ill or caring for a family member who needs assistance, adhere to the Attendance & Punctuality policies and procedures.

### **True Time Employees (Non-Exempt Employees)**

- You may work up to eight (8) hours each day according to the agreed work schedule. Refrain from working over eight hours in one day, or over 40 hours in one week, unless you have approval from your supervisor.
- Take one fifteen (15) minute break near the middle of each four hour segment of work.
- Take one 30-60 minute meal break prior to the end of your fifth hour of work.
- Accurately record worked and Public Health Emergency hours in True Time. For assistance on how to complete your timecard, please contact the HR department.

### **Calling Out/Time Off Request (All Staff)**

- Employees are expected to follow notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance to their supervisor accordance with Attendance & Punctuality policy and procedure.
- At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.
- Sick/PTO/Vacation time must be entered into Skyward for approval, if applicable.

Incidents of not following the Attendance & Punctuality notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.

## **Procedures for Temporary Telecommuting**

- Employee's duties, obligations, responsibilities, and conditions of employment with the School remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular work site. The supervisor reserves the right to assign work as necessary.
- Employees may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.
- The employee will establish an appropriate work environment within his or her home for work purposes. The School will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

- The School will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for school business purposes only. If the School provides equipment, the telecommuter agrees that the use of the equipment, software, data and supplies provided is limited to authorized persons and for School related purposes only.
- Consistent with the organization's expectations for maintaining confidentiality and security measures of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary School information accessible from their home office. Steps include the use of locked cabinets and desks, regular password maintenance, laptops and sensitive data should be password protected and not be left alone with others; and any other measures appropriate for the job and the environment. Employee agrees to take appropriate action to protect the items from damage or theft.
- Staff members using their personal equipment are responsible for any loss, damage, or wear to their personal equipment.
- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Accidents, injuries, or illnesses which occur while telecommuting and in conjunction with the telecommuter's regular work duties should be reported immediately to their supervisor and to the HR department.
- Workspaces should be clear of clutter and a safe distance from fire hazards like stoves or heaters. Cables should be secured to avoid trip hazards, in good condition and overloading avoided. The worker should be equipped with smoke alarms, first aid kits.
- Upon the event of termination of employment, all School property must be returned. Coordinate with your supervisor or HR to make all necessary arrangements to return all property in a timely manner.

This Agreement does not change the basic terms and conditions of your employment with Renaissance Academy Charter School. You will perform all of your duties as set forth in your job description, as well as those additional and/or different duties that the Department may assign from time to time. Further, you remain obligated to comply with all School policies and procedures.

These arrangements are expected to be short term. We will continue to monitor and communicate guidance from health officials and the need for work from home arrangements.