

## TELEWORK REGULATION

Recognizing that in certain limited circumstances it is practical and efficient to allow authorized employees of Southampton County Public Schools (SCPS) to work from an alternate work location, the following procedures outline the circumstances under which telework arrangements may be made. Approved telework is provided to assure the goals and mission of SCPS are accomplished in a productive, thoughtful and economical manner and is not provided for employees' convenience. Authorization to telework is at the discretion of the division superintendent or designee.

### A. DEFINITIONS

1. "Alternate Work Location" is defined as a space not owned or leased by Southampton County Public Schools.
2. "Assigned worksite" is defined as the location where an employee typically works.
3. "Telework" is defined as the performance of the essential functions of one's job description in an alternate work location.
4. "Episodic Telework Event" is a nonrecurring situation ordinarily of no more than two pay periods in duration in which an employee may telework due to extraordinary work circumstances that will benefit the operations of the employee's organization. For example, telework may be authorized when a school closure for students occurs.
5. "Schools in session" indicates any day that students are scheduled to be in class, other than during summer school held in July and August.

### B. ELIGIBLE EMPLOYEES

1. The employee must have a work history that demonstrates he or she works efficiently without close supervision.
2. The employee must be computer literate, have an available and suitable designated work space at the offsite location, and have access to any computer and telecommunications equipment necessary for the completion of tasks. All costs incurred by an employee to arrange a telework site and to telework are the employee's responsibility and will not be reimbursed (e.g., telephone charges; internet service; home office equipment and software).
3. An employee's performance when teleworking will be monitored in the same manner as employees at an assigned worksite. The performance standards should be based on a results-oriented approach and should describe the quantity and quality of expected work products and the method of evaluation.

4. By virtue of the nature of their positions, the following types of employees **may not** be eligible for an as-needed telework agreement:
  - School-based employees when schools are in session;
  - Division superintendent or designee employees when schools are in session;
  - Employees who are eligible for overtime pursuant to Policy GAA- Staff Time Schedules; or
  - Their physical presence at the assigned worksite is essential to the performance of their duties.

Such employees may, however, be permitted to telework on an ad hoc basis with approval of the division superintendent or designee.

5. Principals must still approve telework when a teacher workday has been designated as telework-eligible by the division superintendent. The above-listed eligibility factors do not apply in this context.

### **C. ALTERNATE WORK LOCATION**

1. The alternate work location must be free of distractions, and the employee must be accessible by email and/or phone during work hours.
2. Employees are required to attend meetings in person when directed by their division superintendent or designee.

### **D. CIRCUMSTANCES THAT PROHIBIT TELEWORKING**

Employees are prohibited from telework when:

1. They are identified as emergency personnel; or
2. Their physical presence at the assigned worksite is essential to the performance of their duties.

### **E. CIRCUMSTANCES THAT MAY WARRANT TELEWORKING BY ELIGIBLE EMPLOYEES**

The division superintendent or designee may authorize an employee to work from an alternate work location:

1. When the employee is not identified as emergency personnel, but would otherwise be required to report to work during emergency and weather-related school closings;
2. When schools are closed for the summer break, the employee may periodically be authorized to telework on an agreed-upon schedule if they are not assigned summer school responsibilities;

3. To complete special project work that requires minimal interruptions;
4. During unusual circumstances such as construction, an accident, or natural disaster that makes the primary worksite inaccessible/uninhabitable;
5. On a teacher workday when students are not in school; or
6. Due to unique and unusual circumstances.

#### **F. GUIDELINES FOR TELEWORK**

1. Telework is not an entitlement; rather, it is a job assignment for employees to complete their assigned duties and responsibilities from a location other than the assigned worksite.
2. Employee participation in telework is designated by the division superintendent.
3. Telework arrangements are subject to termination at any time with a reasonable amount of notice at the discretion of the division superintendent or designee.
4. Telework may not be used in lieu of taking personal leave, sick leave or annual leave.
5. Employees approved for telework must comply with all SCPS policies and procedures including SCPS Policy GAA- Staff Time Schedules and the SCPS Social Media Policy and meet all evaluation performance standards.
6. Employees are responsible for maintaining and protecting equipment on loan from the employer. Equipment on loan shall be used for work-related purposes only and its use is governed by Policy GAB- Acceptable Computer System Use.
7. Employees are responsible for protecting all data and ensuring compliance with all regulations regarding confidentiality of materials.
8. Attendance at the assigned worksite for on-site meetings, conferences, training sessions and similar activities may be required on scheduled telework days at the sole discretion of the division superintendent or designee. Transportation for such attendance is the employee's responsibility.
9. An alternate work location must be clearly communicated and approved prior to use. During the employee's normal working hours, the employee must be available to communicate with his or her immediate supervisor, division superintendent or designee.

**G. PROCEDURE FOR REQUESTING THE OPPORTUNITY TO TELEWORK**

1. Authorization to telework is at the discretion of the division superintendent or designee.
2. There are no grievance or appeal rights regarding denial of telework requests.

Established:

Legal Refs.: 29 U.S.C. §§ 201 et seq.; 29 CFR §§ 516.1 et seq.  
Code of Virginia, 1950, as amended, §§ 40.1-28.8 et seq.

Cross Refs.:	GAA	Staff Time Schedules
	GAAB	Telework
	GAB/IIBEA	Acceptable Computer System Use
	GAB-E1IIBEA-E2	Acceptable Computer System Use Agreement
	GAB-R/IIBEA-R	Acceptable Computer System Use Regulation
		Social Media Policy

