



**Subject:** Employee Telecommuting

**Effective Date:** June 7, 2018

**Approved By:** Board of Directors

**Policy:** 3009.1

Many employers have discovered the benefits of allowing employees to work at home through telecommuting programs. Telecommuting has allowed employers to attract and retain valuable workers by boosting employee morale and productivity, thus helping to foster a positive work environment. Technological advancements have also helped increase telework options.

The goal of the telecommuting policy is to allow employees whose job is conducive to working from home the opportunity for increased productivity. The Charter School agrees to be flexible in the implementation of the telecommuting policy so as to accommodate the diverse skills, roles, and needs of its employees. However, telecommuting is a benefit, not a job, and is, therefore, a privilege that can be revoked should it be determined that the telecommuting employee is not adequately productive at home, or it becomes clear that the job cannot satisfactorily be done "off-site."

The school will allow designated employees to work from home and will set up the employee with remote access from her/ his home office, up to and including voice services and high-speed internet connection. If the employee has already established remote access at her/ his home office, the school will provide a stipend in an amount to be determined by the employee's supervisor.

Telecommuting employees will be required to communicate on a regular basis with supervisors and staff via computer and telephone. Telecommuting employees must keep meticulous records regarding work completed, phone calls logged, and/ or meetings held. Additionally, telecommuting employees will be responsible for a quantifiable work product and, thus, measurable job performance.

An employee who works out of her/his home will be designated one of the school sites to be her/his base of operation. The telecommuting employee will be required to travel regularly to her/his designated base of operation for face-to-face meetings with supervisors, staff, etc. on a predetermined basis. Telecommuting employees will not be compensated for mileage or lodging for trips taken to/from their base site.