

At-Home Work Option

As explained in the *Work Expectations during Remote, Hybrid, and Full Reentry Models* document, employees are not required to work from their buildings if their positions in the District does not require in-person attendance. Because the District will be offering educational opportunities in-person to some students, an employee's position may require that they be at school in order to provide services. Some other employees are essential to the operation of the District and have roles that cannot easily be completed from home. However, if an employee is in a position that will allow for virtual or online attendance that employee may make the choice to work from home. The following must be noted:

You may work remotely if you are able to provide quality instruction and fully support and engage with students daily. Please complete the information below and return to your principal or supervisor regarding whether you will be working on-site or from home. If you choose to work from home, you and your supervisor will meet to document the details. **When working remotely, you must be available to students and your direct supervisor between 7:45 a.m. and 3:30 p.m. and other times as necessary on days school is in session. If you will not be available, you shall notify your supervisor and complete an iVisions leave request as you normally would when not reporting to work. Conducting personal business during the school day shall occur no more often working remotely than when working on-site. Be mindful of the perception of our community and your colleagues.**

If you feel that you fit within a high risk category and should not be at school, the above does not apply and you should contact Mr. Henry Montano so that the proper documentation can be provided to you and plans can be made to assist you to work from home during the entirety of this crisis.

Employee's Name: _____

Employee's Assignment and Location: _____

Employee's Supervisor: _____

I am providing you notice that it is my intent to work from home during the Remote Learning Model period. I understand that upon reentry to the Hybrid Learning Model, I will be required to return to my assigned work location on the date the Hybrid Learning Model begins. I also understand that I must make myself available to my direct supervisor and students daily, Monday through Friday, between the hours of 7:45 a.m. and 3:30 p.m. If I am not available for duty on any working day, I will notify my supervisor and request leave through the iVisions portal.

Employee Signature

Date