



4000 - Employees 160 - Telework Policy

1. Overview

- 1.1. Telework may be used as an option when appropriate to the particular needs of the Providence Hall Charter School (PHCS) and the employee, or under special circumstances such as a pandemic or natural disaster.
- 1.2. Although not all jobs can be performed satisfactorily from other locations, PHCS recognizes that, in some cases, Telework arrangements can provide a mutually beneficial option for both PHCS and an employee.
- 1.3. Telework is neither a universal employee right nor a universal employee benefit.

2. Definition

Telework is a work arrangement that allows an employee to work at home or some other offsite location that is not the office site for all or some of an employee's regularly scheduled work hours.

3. Eligibility

- 3.1. Exempt and Nonexempt employees may be eligible for Telework.
- 3.2. Telework is not appropriate for all employees and jobs, nor all employees in the same or similar jobs, and will be considered on a case-by-case basis.
- 3.3. Before Telework will be considered for approval, the employee and his/her supervisor, with the assistance of Human Resources (HR), will evaluate the sustainability of the Telework for the employee, reviewing the following areas:
 - 3.3.1. **Employee Sustainability** - Assess the needs and work habits of the employee compared to traits customarily recognized as appropriate for successful Telework.
 - 3.3.2. **Job Duties & Responsibilities** - Consider the employee's duties and responsibilities and determine if the employee's job is appropriate for Telework and analyze if Telework can be done for all the job duties and responsibilities or if Telework should be limited to only certain duties and responsibilities that can be successfully accomplished from a remote site.
 - 3.3.3. **PTO Availability** - Consider the employee's available PTO.

4. Requests

- 4.1. An employee must properly complete the *Telework Request and Agreement Form* and submit to his/her supervisor for completion and processing by HR.
- 4.2. PHCS will consider an employee's request for Telework when
 - 4.2.1. Due to an at-risk public health situation (as determined by PHCS, local, state, and/or federal agencies) there may be a need for an employee to Telework.
 - 4.2.2. There is a need for school closure as directed by PHCS, local, state, and/or federal agencies.
 - 4.2.3. PHCS determines any other situation for this need.
 - 4.2.4. The employee is making the request for other reasons.
- 4.3. The employee will be notified by the supervisor or HR as to whether the request for Telework has been approved or denied.



5. Conditions

- 5.1. The employee must follow all requirements as outlined in the *Telework Request and Agreement Form* or the Telework may be revoked immediately by the supervisor or HR.
- 5.2. An end date to the Telework arrangement will be given on the ***Telework Request and Agreement Form***.
 - 5.2.1. If needed, the employee may request an extension to the end date if requested prior to the end date and the request is made in written form (email is appropriate).
 - 5.2.2. Approvals of extensions will be considered on a case-by-case basis by the employee's supervisor and/or HR.



Telework Request and Agreement Form

Completing and submitting this form is not approval of your Telework request.

Printed Employee First Name(s) - No Nicknames

Printed Employee Last Name(s) - No Nicknames

Work Location ○Elementary ○Junior High ○High School ○LEA Administration

Date Form Filled Out

Request Start Date of Telework

Requested End Date of Telework

Reason for Telework Request

- Due to an at-risk public health situation...
○Need for school closure...
○PHCS determined other situation...
○The employee is making the request for other reasons...

Requested Alternate Work Location Address

Requested Alternate Work Location Telephone

Outline the exact duties and responsibilities of your job you propose you will be doing while on Telework

Multiple horizontal lines for writing duties and responsibilities.

Describe the proposed arrangement at the requested alternate work location for Telework (size, location, furniture, characteristics, separation from living area/others at the location, etc.).

Two horizontal lines for describing the proposed arrangement.

