

HAMBURG SCHOOL DISTRICT

Alternate Workplace

INTRODUCTION

Any employee who is able to continue to perform their essential job functions in an alternate location but is unable to report to their job site, may be eligible to seek an Alternate Workplace Agreement.

To be eligible to work at an alternate workplace, employees must, among other things:

1. Have portable job duties;
2. Have a workplace and equipment (telephone, Internet, supplies, etc.) suitable to fulfilling job duties; and
3. Be able to work independently and productively.

If the district would be required to hire a substitute or otherwise assign someone to cover any of your duties, your position does not meet this requirement.

Alternate Workplace agreement applies to employee Alternate Workplace arrangements, whether on a continuous basis or for a specific, limited period of time. In this agreement, "Alternate Workplace" refers to any workplace other than the employee's designated workplace at district facilities, including work-at-home. This procedure applies to professional and support staff and will be administered by Hamburg School District within guidelines determined by the Superintendent.

Employees may be permitted to work at an alternate workplace at the discretion of the Superintendent. Working at an alternate workplace is not an employee right or benefit and may be discontinued by the Superintendent for any reason, at any time.

Some positions, responsibilities, and projects are more suitable for working from an alternate workplace than others and may be more appropriate to maintain business continuity in the event of an emergency, or as part of a flexible work arrangement. Also, responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of computers and/or telephones, and have clearly defined and easily measurable tasks are more appropriate for an alternate workplace arrangement. Supervisors must examine the distinct activities, functions, and tasks to determine whether an alternate workplace arrangement is appropriate.

WORK SCHEDULE

As required for a District worksite, the supervisor will establish the employee's alternate workplace schedule. The employee will document time worked; and, account for hours not worked with the appropriate leave designation (sick, personal, vacation, comp-time, leave without pay, etc.).

Altered schedules or alternate workplace arrangement may not cause overtime to occur. However, under extenuating circumstances, the Superintendent may pre-approve overtime.

ALTERNATE WORKPLACE DOCUMENTATION

Prior to establishing an alternate workplace arrangement, the supervisor will complete the *Request for Alternate Workplace*. Alternate workplace documentation must include the following components:

- Description of work to be accomplished including clearly-defined, measurable, results-oriented performance requirements. Indicate if the work differs from the employee's regular job description and performance plan.
- Work schedule
- Telephone number where the employee can be reached during the agreed-upon work schedule
- List of District equipment and supplies used at the alternate workplace, if applicable

In the event of an emergency closure or situation for which the *Request for Alternate Workplace* cannot be formalized ahead of time, the required approval must be documented in an email between the employee and the supervisor, and the appropriate form should be completed at a later date determined by the supervisor.

EQUIPMENT, SUPPLIES, AND TELEPHONE/DATA CONNECTION

The employee working at an alternate workplace will use his/her own equipment, supplies, and telephone/internet connection to perform his/her job duties. In special cases where the Superintendent determines it is in the best interest of the District, the District may provide equipment necessary for the employee to perform the desired work at the alternate workplace. District equipment, software, data, and supplies may be used only for official District business, and must be returned to the District at the termination of the alternate workplace agreement, or upon request by the District.

The employee is responsible for operating costs, home maintenance, and any other costs associated with the use of the alternate workplace. In the event of equipment failure or malfunction, the employee will immediately notify the supervisor. In the event of delay in repair or replacement, or any other circumstance making work from the alternate workplace impracticable, the employee understands that the supervisor may require the employee to report to the regular worksite.

SECURITY

All District information, security, records management, and retention policies that apply at the regular District worksite also apply when the employee works from an alternate workplace.

LAWS, POLICIES, and PROCEDURES

Whether specifically articulated in these procedures or not, employees working at an alternate workplace are subject to the same federal laws, state laws, and district policies and procedures applicable to employees at the regular District worksite.

LIABILITY

The District is not liable for injuries to third persons, including family members, at the alternate workplace. The District is not liable for damages to the employee's personal or real property.

WORKERS' COMPENSATION

The employee is covered by Workers' Compensation during the performance of official District business at the alternate workplace during work hours. The employee must report work-related injuries immediately to the supervisor and will comply with all District reporting requirements established for the purpose of reporting such claims.

**HAMBURG SCHOOL DISTRICT
REQUEST FOR ALTERNATE WORKPLACE**

Employee Name: _____ Job Title: _____

Employee Phone Number: _____ Worksite: _____

Employee Address: _____

Alternate Workplace Requested Start Date: _____ End Date: _____

I have read the information about assignments in an alternate workplace. My supervisor and I have discussed my situation and have developed a plan.

Attach the following to this request:

- Description of work to be accomplished including clearly-defined, measurable, results-oriented performance requirements. Indicate if the work differs from the employee's regular job description and performance plan.
- Work schedule
- Telephone number where the employee can be reached during the agreed-upon work schedule
- List of District equipment and supplies used at the alternate workplace, if applicable

I have read and understand the conditions listed in the Alternate Workplace agreement and indicate my acceptance of the terms of this agreement by signing below.

Employee's Signature

Date

I have met with the employee regarding the conditions listed in the Alternate Workplace agreement and have established performance requirements and work schedule.

Supervisor's Signature

Date

Submit the Request for Alternate Workplace and attachments to:
YOUR IMMEDIATE SUPERVISOR