

Alternate Work Arrangements

Purpose

This procedure provides flexibility for eligible Valley School District employees' work arrangements, at management's discretion.

Scope

This procedure applies to all Valley School District employees who work in eligible positions.

Procedure

1. INTRODUCTION

Valley School District (VSD) supports alternate work arrangements as an effective way to improve employee productivity and promote a balance between home and work. However, the VSD Board of Directors finds there is tremendous value in working at a worksite and during times that promote teamwork. To that end, the value in traditional work arrangements in proximity to a team must be considered foremost before authorizing alternate work arrangements.

2. BACKGROUND

VSD promotes the importance of family, and as technological capabilities have evolved, the possibilities for alternate work arrangements have increased. These alternate work arrangements can increase employee productivity when there is a beneficial match between the needs of VSD and the employee. Alternate work arrangements have the possibility to contribute to a more effective workforce when a balance between home and work is promoted. Following are descriptions of various alternate work arrangements that may be offered by the district from time to time.

3. DEFINITIONS

3.1. Telecommuting

3.1.1. "Telecommuting" is a regular, routine work arrangement that allows the staff member to fulfill his/her primary job responsibility at a location other than his/her VSD work site, such as at home. The needs of the department and the institution will be taken into account when this work arrangement is considered. This option must be approved by the Superintendent or designee, after recommendation from the employee's supervisor and/or department head. Staff members suited for telecommuting are self-disciplined, self-motivated and comfortable working alone. Job characteristics of a position suited for telecommuting typically require minimum supervision and minimum face-to-face contact. Telecommuting should involve work activities with clearly defined, measurable deliverables.

3.1.2. "Designated office" is the employee's usual and customary VSD work address.

- 3.1.3. An “approved telecommuting position” is an existing position that has been approved for telecommuting by the Superintendent or designee. The duties and responsibilities of eligible positions shall be suitable for telecommuting. Individual telecommuting schedules must fit the needs of supervisors and work unit/department.
- 3.1.4. “Telecommuting schedule” is a flexible deployment of staff to meet VSD and employee needs. Telecommuting may occur on either a regular schedule (one or more days each week) or episodic schedule (occurring intermittently each month). Telecommuting may involve some, most or all of an employee’s scheduled work hours, and thus, may be combined with working at the designated office.
- 3.1.5. “Telecommuting locations” include the following examples:
 - 3.1.5.1. “Home-based” is identified as an area in an employee’s residence used for work during telecommuting hours.
 - 3.1.5.2. “Approved alternate location” is identified as working in a location approved by VSD that is not the employee’s designated office or residence.

3.2. Flexible Work Schedule

"Flexible work schedule" means a deviation from the customary work schedule. Work schedules are determined by the business needs of the department and are managed accordingly. Once schedules are defined and communicated to staff, a staff member may request a deviation to that schedule. Examples of flexible work schedules include variable arrivals, such as 7:00 a.m. rather than 8:00 a.m., four 10-hour shifts, three 12-hour shifts, etc.

3.3. Job Sharing

"Job sharing" involves two or more staff members working a portion of a full-time equivalent (1.0 FTE) position. The staff members agree to combine their efforts to cover the work load for that full time position. Staff must have their proposed work schedule approved by the Superintendent or designee prior to beginning such job sharing. Characteristics of a staff member well suited for job sharing typically include the ability to work with minimal supervision, excellent communication skills and the ability to follow through with work activities. Benefit eligibility will be based on the percentage of a staff member's full-time status. Vacation time, holiday time, and sick time accruals are prorated based upon the amount of FTE each job share member maintains. If one job share member terminates the arrangement, the supervisor will evaluate the arrangement.

4. TELECOMMUTING PROCEDURES

4.1. Identification of Approved Telecommuting Positions

- 4.1.1. Each March, the Superintendent's designee will submit to the Superintendent, positions proposed for telecommuting. The list of proposed positions shall include the following:
 - (a) Current approved telecommute positions that are recommended for continued approval for telecommuting.
 - (b) Additional positions that are recommended for approval for telecommuting.
 - (c) Current approved telecommute positions that are not recommended for continued approval for telecommuting.
- 4.1.2. Each written request must include the current position classification, title, the name(s) of incumbents, the name of immediate supervisor and work location(s).
- 4.1.3. The Human Resources Manager consolidates the requests and submits recommendations to the Superintendent or designee for approval. The Human Resources Manager notifies those submitting requests of the decision.

4.2. **Applications**

- 4.2.1. Following the identification of eligible positions, interested staff may apply for the telecommuting option for the upcoming academic year no later than May 1st. Each application will be considered individually and in light of the needs of the work unit or department based upon, at a minimum, the following factors:
 - (a) The employee's desire to telecommute.
 - (b) The employee's history of work performance (both prior and subsequent to employment). A teacher will not qualify if he/she is on a Plan of Improvement or experiencing a Low Student Growth Inquiry based on the last evaluation.
 - (c) The employee's demonstration of an ability to work effectively and independently (this may be demonstrated by a required probationary period of two school years for new employees on site and/or during regular business hours as determined by the supervisor).
 - (d) The nature of the work performed and the work products required.
 - (e) The tools necessary to perform the work.
 - (f) Scheduling issues.

- (g) The employee's willingness to attend on-site meetings, trainings or other functions as required by his/her supervisor, regardless of approved alternate work arrangements.
- (h) The off-site job location.
- (i) Ability to manage work hours, timely paperwork flow and employee expenses.
- (j) The employee is currently in a position approved for telecommuting

4.2.2. Applications may or may not be considered after May 1st at the discretion of supervisor and department head.

4.3. **Telecommuting Compensation, Job Classification, and Employee Duties and Responsibilities**

4.3.1. All applicable federal, state, and local laws, and VSD policies apply to telecommuters.

4.3.2. **Alternate Work Arrangements Application and Agreement**

4.3.2.1. Alternate work arrangements at VSD are management options, not an employee right. It is a voluntary option extended to employees with the clear understanding that not every job and not every employee may be adaptable for alternate work arrangements. Alternate work arrangements are not an option that an employee can demand or has a right to expect, nor do they change the basic terms and conditions of the staff member's employment with VSD. They are, instead, an option that management uses when approved by the Superintendent or designee after consultation with the supervisor and personnel department. Telecommuting is a voluntary program both for VSD and the employee, and the arrangement(s) can be terminated by either party.

4.3.2.2. The Human Resources Manager shall send an Alternate Work Arrangement Application to the supervisor of a requesting employee. The employee shall complete the application form and submit it to the Human Resources Manager, who will document receipt and forward to employee's supervisor.

4.3.2.3. The supervisor and department head together will evaluate the request and agree on a recommendation to the Superintendent or designee. If the Superintendent or designee agrees with the recommendation of the supervisor and department head, the completed application will be

forwarded to the Human Resources Manager. If the Superintendent or designee disagrees with the recommendation of the supervisor and department head, the Superintendent or designee will discuss with them their recommendation before he/she makes a final determination. The application will be forwarded to the Human Resources Manager with the Superintendent/designee decision.

- 4.3.2.4. The decision to approve or not approve an application for alternate work arrangements will be made by June 1st and communicated by the Human Resources Manager to the requesting employee.
- 4.3.2.5. The Human Resources Manager will forward an agreement or other confirmation to the requesting employee when the employee's request has been granted. Completed agreements will be returned to the Human Resources Manager.
- 4.3.2.6. The Human Resources Manager will compile a list of all employees approved for alternate work arrangements, which list will include information as to employees' work schedule and on-site availability. This list will be compiled and forwarded to all supervisors no later than June 15th of each year.
- 4.3.2.7. Employees in approved alternate work arrangements who are requesting approval to continue with such arrangements shall complete a new agreement form each year after being notified that the position has been approved for continuation.

4.3.3. **Training**

Telecommuters and their supervisors will participate in specialized telecommuting training, including strategies, expectations, commitment, and logistics.

4.3.4. **Authorized Expenses**

Employees should expect to bear some or all of the expenses related to telecommuting privileges. VSD will provide a notebook computer for employees who telecommute, but additional computer peripherals and accessories will not be provided unless VSD requires the employee to work off site. The costs associated with Internet and telephone service will be the sole responsibility of the employee unless VSD requires the employee to work off site.

4.3.5. **User Responsibilities for Computer Systems and Network Security**

- 4.3.5.1. VSD retains ownership of all equipment provided for telecommuters. When VSD equipment is used at a remote

work place, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse.

4.3.5.2. The use of any personal equipment by the employee for purposes of telecommuting is done solely at the employee's risk. VSD is not responsible for the operation or troubleshooting of remote networking environments.

4.3.5.3. Telecommuters must protect information and resources against theft, unauthorized access, tampering, and loss.

5. FLEXIBLE WORK SCHEDULE PROCEDURES

- 5.1. Requests for a Flexible Work Schedule must be made using the Alternate Work Arrangement Application form, in advance of beginning such flexible work schedule. The Human Resources Manager shall send an Alternate Work Arrangement Application to the supervisor of a requesting employee. The employee shall complete the application form and submit it to the Human Resources Manager, who will document receipt and forward it to the employee's supervisor for review.
- 5.2. The application for a flexible work schedule must state the proposed schedule and detail the benefits to the department in approving such a schedule. The employee's supervisor will consider the needs of the department before making a recommendation to the department manager.
- 5.3. No flexible work schedule is approved until authorized by the Superintendent or designee. Flexible work schedules are subject to the changing needs of the department and may be terminated at any time. The supervisor will recommend to the department head and Superintendent/designee whether the request should be ongoing or subject to re-application each school year.

6. JOB SHARING PROCEDURES

- 6.1. Requests for job sharing must be made using the Alternate Work Arrangements Application form, in advance of beginning such job sharing. The Human Resources Manager shall send an Alternate Work Arrangement Application to the supervisor(s) of requesting employee(s). The employee(s) shall complete the application form and submit it to the Human Resources Manager, who will document receipt and forward to the employee's supervisor(s) for review.
- 6.2. Application(s) will detail the proposed parties/positions to job share; a proposed delineation of duties; explain how regular communication would occur between the two job-sharing staff and the benefit to the department if approved.
- 6.3. The supervisor or supervisors of the employees involved in the job-sharing proposal will consider the needs of the department before making a recommendation to the department manager.

- 6.4. No job-sharing proposal is authorized until approved by the Superintendent or designee. Job sharing is subject to the changing needs of the department and may be terminated at any time. The supervisor will recommend to the department head and Superintendent/designee whether the request should be ongoing or subject to re-application each school year.
7. New alternate work arrangement procedures are not valid until authorized in writing by the Superintendent or designee.

Supporting Documentation

5235F1-Telecommuting Work Scorecard

5235F2-Telecommuting Feasibility Worksheet

5235F3-Alternate Work Arrangements Application

5235F4-Telecommuting Agreement

Document History

Action:	Date:
New	March 30, 2010
Revised	May 20, 2015
Revised	
Revised	

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