

Classified Employees - Onsite _ Tele-working

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Purpose:

Provide clarity and guiding parameters for getting classified employees back to the work site.

Outcomes:

- The goal is to begin getting classified employees back to the physical work site as we believe this is the best place to support the critical work our district and employees perform.
- Define the conditions under which a classified employee may need flexibility to tele-work.
- Define the classified employee groups who may not be eligible to tele-work.
- Define the expectations for all employees who are tele-working.
- Define the process for employees with their own health concerns to have their needs potentially accommodated.

Background Context:

The District's goal is to begin getting classified employees back to the physical work site. Meeting this goal will look differently for each employee and for different employee job classifications. For instance, our Custodial team has never left the worksite and others have begun returning to help with the start of the school year (CDC Teachers, CNS, Health Clerks, Custodians, certain IAs need to be on site). The goal of getting employees back to the work site for some may also occur over a phased-in approach (onsite a few days a week, offsite a few days a week). For those with health concerns in the home or those with school-age children who will start their school year at home, there may be a need for greater flexibility in the physical return to the work site. In the event greater flexibility in physically returning to the work site is needed, we would ask that you contact your supervisor to discuss this as well as expectations for tele-working.

Tele-Working Parameters

- Bonafide School Age Child Care Need
 - In the event our CDC program can accept school age kids, there would not be a bonafide childcare need at home. Employee should be directed to enroll in childcare.
 - There are other licensed childcare providers in all communities across the County.
 - State funds/resources available to support families w/ cost of childcare and childcare locations. The link below is for the YMCA of San Diego's childcare resource and referral agency. They are a great resource for finding an alternative school-age childcare option, until the CDC is able to provide childcare for essential workers at the school sites. The website also has information regarding childcare tuition payment assistance programs.
 - [Childcare-resource-service](#)
- Pre-school child care needs can be met through enrollment in our CDC pre-school program and would not constitute a bonafide childcare need.
- Develop some system of "cross-coverage" where someone is always physically in the office.
- When students are back on campus, it is necessary that staff be back on campus.
- If tele-working is not feasible, employee may need to explore a leave absence with HR.
- Bonafide Health and Safety Concern at Home
 - An employee's own health concern would need to be handled through HR. Please direct these employees to HR.
- A bonafide health/safety issue at home would apply in situations where someone in the employee's household (who we cannot reasonably accommodate) is at health risk.

- • Develop some system of "cross-coverage" where someone is always physically in the office.
- • When students are back on campus, it is necessary that staff be back on campus.
- • If tele-working is not feasible, employee may need to explore a leave absence with HR.
- Tele-Working is Possible and Employee Has Performed Proficiently Via Tele-Working.
 - Employees in certain job classifications (CDC Teachers, Custodians, CNS, Health Clerks, certain IAs) cannot tele-work due to the nature of their job functions.
- • Employees must demonstrate an ability to perform all job functions in a tele-working environment to be granted this flexibility.
- • Develop some system of "cross-coverage" where someone is always physically in the office.
- • When students are back on campus, it is necessary that staff be back on campus.
- • If tele-working is not feasible, employee may need to explore a leave absence with HR.

Tele-Working Expectations (for Classified and Certificated)

- Employee is available and renders service during assigned working hours.
- Employee maintains professional appearance and environment (zoom camera on, district background, etc.).
- Employees' home internet connectivity is sufficient for the demands of the work day and other workspace needs are sufficient at home (ergonomics, printing, other tech needs, etc.). The district will not re-imburse for costs associated with tele-working or provide additional equipment in order to tele-work. Employee should immediately contact supervisor in the case of rolling black outs or other unforeseen circumstances.
- If a phase-in approach is agreed upon with the employees supervisor, the work schedule will remain consistent with the intent of returning onsite full time when students return to campus.
- Employee performance will be evaluated by supervisor to ensure that work product and service is being met.

If an employee does not adhere to these expectations, the opportunity to tele-work may be revoked by the supervisor and HR.