



Employee's Name _____

Position _____

Employees who are approved to telecommute or work remotely must submit a written acknowledgement of the rules and guidelines pertaining to telecommuting and remote work, according to policy. The following guidelines must be discussed with the supervisor, pending approval of the request by the District Superintendent or designee.

Rules and Guidelines Pertaining to Telecommuting or Remote Work

The BOCES considers telecommuting or remote work to be a viable alternative work arrangement in cases where the individual employee, the job, and the supervisor are well suited to such an arrangement. Not all employees and positions are suitable for telecommuting or remote work. Suitability for telecommuting or remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and District Superintendent. Informal telecommuting or remote work arrangements, such as working on the road during business travel are not intended to be covered by this policy.

Employees are expected to work their normal work schedule, unless they receive the District Superintendent's prior approval to adjust their schedule. Employees are expected to remain productive and responsive during their scheduled work hours.

- Employees are expected to maintain a presence with their department while working remotely. Presence may be maintained by using appropriate technology including but not limited to a computer, email, messaging application, video conferencing, instant messaging, Google sheets, and/or text messaging. The employee is expected to maintain the same response times as if they were at their regular BOCES location and will make themselves available to attend scheduled work meetings as required and/or requested.
- Employees are prohibited from engaging in other employment or volunteer work during their regular work hours when telecommuting or working remotely.
- Employees need to have a working telephone or cellphone at their remote location.
- Employees are expected to arrange for child/dependent care as necessary for the hours in which the employee works from home. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.
- The BOCES is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement, except as otherwise authorized by another BOCES policy.



SCHEDULE

- The employee and the BOCES Administration will discuss and agree upon the number of telecommuting or remote days allowed each week, the work hours and schedule that the employee will customarily maintain, and the manner and frequency of regular communication (i.e. via phone, video conferencing, and/or in person, etc.) with the supervisor and others in the department, BOCES, vendors, etc.
- Telecommuters or remote workers must be as accessible as their onsite counterparts during their regular work schedule, regardless of work location. Telecommuters may be required to work at their onsite location for meetings, events, and other situations deemed necessary by their supervisors.
- Telecommuters or remote workers may be required, at any time, to commute to their onsite work location. This is considered commute time, and telecommuters are not eligible to receive reimbursement for this travel.
- Telecommuters or remote workers may be required to forfeit use of personal offices or workstations at their onsite work location to maximize utilization of office space.
- Email and voicemail must be monitored, read/listened to, and responded to multiple times each day.
- Telecommuters or remote workers must be available on a daily basis to supervisors and, where applicable, to parents and students, as if they were working onsite.

EQUIPMENT

- The BOCES Administration will assess the alternate work location, including workspace design and equipment needs. The BOCES Administration will determine the appropriate equipment needs for each telecommuting or remote work arrangement at the alternate work location on a case-by-case basis. The BOCES Administration reserves the right to make determinations as to appropriate equipment, subject to change at any time.
- When BOCES equipment is used at alternate work locations, telecommuters or remote workers must exercise reasonable care for the equipment and should take appropriate action to protect the items from damage or theft. Telecommuters or remote workers may be held liable for damage caused by negligence. BOCES equipment should be used for business purposes only and will be maintained by BOCES.
- Compliance with BOCES technology and acceptable use policies is required.

ALTERNATE WORK LOCATION

- Telecommuters or remote workers must establish an appropriate work environment within their alternate location for work purposes. BOCES is not responsible for costs associated with setup of telecommuters' alternate office spaces, such as remodeling, furniture or lighting, nor for repairs or modifications to alternate office spaces.
- Telecommuters or remote workers should not hold business visits or in-person meetings at their alternate work location unless approved by their supervisor.
- Telecommuters or remote workers must take all precautions necessary to secure privileged information in their alternate work location and prevent unauthorized access to any BOCES system.



- Employees are solely responsible for the configuration of and all the expenses and services associated with remote workspace.
- Telecommuters and remote workers are responsible for notifying their employer of any injuries sustained while at their alternate work location and in conjunction with their regular work duties.

OTHER

- Telecommuters and remote workers’ employment terms and conditions are not affected by changing to or from a telecommuting schedule.
- Telecommuting or remote working is not a replacement for dependent care.
- Telecommuters and remote workers are solely responsible for the tax and legal implications of the use of their alternate work location for business purposes and are solely responsible for any IRS, state, and local government regulations and restrictions.
- The availability of telecommuting or remote work as a flexible work arrangement for BOCES employees will be reviewed periodically by the BOCES and can be modified or discontinued by BOCES at any time.
- Telecommuters and remote workers are expected to carry out the same work duties while working at their onsite location.
- Hourly employees shall not work in excess of forty (40) hours per week without the prior approval of their supervisor.
- Telecommuters and remote workers are responsible for compliance with all other BOCES’ policies including compliance with Education Law Article 2D compliance and the protection of protected student information.

Notes:

I have read and discussed the rules and guidelines pertaining to telecommuting and remote work and acknowledge my responsibilities in accordance with BOCES policy.

Employee’s signature _____ Date _____

Director’s signature _____ Date _____

Director of HR’s signature _____ Date _____

District Superintendent’s signature _____ Date _____