



Remote-Work Policy and Procedures

Board Approved: June 17, 2025

Introduction

This Remote-Work Policy is intended to replace the existing Telework Policy in its entirety.

Remote-Working is a flexible work arrangement that allows employees to work remotely at home for all or part of their workweek, or at an alternative designated location for a short duration. While all employees have a primary work location, the Organization considers Remote-Working to be a viable, flexible work option when both the employee and the position are suited to such an arrangement. This Remote-Work policy is to promote general work efficiency, to continue operations during an emergency, or to accommodate other unique circumstances as approved by your supervisor/Manager.

Remote-Working may be appropriate for some employees and positions, but not for others. Remote-Working is a benefit, not an entitlement, and it in no way changes the terms and conditions of employment with the Organization.

Definitions

- **Remote-Work**

Providing availability during the organization's business operating hours, and working one or more regularly scheduled work days away from an employee's primary location, either at a home residence or a mutually agreed upon alternative worksite/location.

- **Remote-Worker**

An employee who has received approval by their supervisor/manager to perform job duties away from an employee's primary location, either at a home residence or a mutually agreed upon alternative worksite/location.

- **Organization**

Employer(s) of record (i.e. company)

The Organization makes available four Remote-Work arrangement options. Managers will review with the employee if either of these work arrangement options are feasible and make changes as warranted according to business needs.

1. **Hybrid Remote-Work**

This work arrangement involves the flexibility to perform work at the designated primary work location and outside of the primary work location. For example, the employee

works 3 days on site and 2 days remotely. The supervisor/manager will establish a schedule.

2. Short Term Remote-Work

This work arrangement involves the flexibility to perform work out of the primary worksite either in-state or out of state for three weeks or less per year. This option is intended as a short-term accommodation when faced with certain life events. It is not intended to promote work while on vacation.

3. Full-time Remote-Work primary residence in the state of the employing organization

This work arrangement involves working remotely on a continuous basis. The supervisor/manager will establish work and communication expectations for achieving work success during Remote-Working. The employee may be required to report in-person for meetings, trainings, or other work-related activities as determined by the supervisor.

4. Full-time Remote-Working primary residence out of the state of the employing organization

This work arrangement involves working remotely outside of the state of the primary employer's home office on a continuous basis. The supervisor/manager will establish work and communication expectations for achieving work success during Remote-Working. The employee may be required to report in-person for meetings, trainings, or other work-related activities as determined by the supervisor.

Eligibility and Procedures

Before entering into any Remote-Working arrangement, the supervisor/manager, will take the following into consideration to determine eligibility:

Position suitability

Suitable positions for Remote-Working are characterized by clearly defined tasks, essential functions and work products. The employee and supervisor/manager will discuss the job responsibilities and the supervisor/manager will determine if the position is suitable and appropriate for a Remote-Work arrangement. An employee's position may be suitable for Remote-Work when:

- The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance related to general business operations of the employer or the employer's customers.
- The position is primarily knowledge-based.
- The employees hold themselves to measurable deliverables.
- The position does not require frequent face-to-face interaction at the regular worksite with supervisor/managers, colleagues, clients, or the public, or in person.
- The essential functions do not require the employee's immediate presence at the regular worksite to address unscheduled events, unless alternative arrangements for coverage are determined to be possible by the supervisor/manager.
- The position is not essential to the management of on-site workflow.

Employee suitability

Human Resources and/or the supervisor/manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful

Remote-Workers. An employee may be suitable for Remote-Working when they demonstrate and possess the following performance criteria:

- Demonstrates dependability and responsibility
- Effectively communicates with supervisors, coworkers, and clients
- Possesses the ability to work with minimal to no supervision
- Demonstrates a consistently high rate of productivity
- Demonstrates job knowledge and level of skill to perform the job effectively and efficiently
- Possesses the ability to prioritize work effectively
- Demonstrates good organizational and time management skills.
- Demonstrates motivation

Employment

This policy does not imply or serve as a contract or guarantee of continued employment for any particular length of time nor does not alter or limit the right to terminate “at will” employment. Job responsibilities, compensation, benefits, standards of performance, and performance evaluations remain the same as when working at the regular work site. The supervisor/manager reserves the right to assign work as necessary at any work site.

Remote-Workers remain obligated to comply with all Organization rules, policies, procedures, and practices. Violation of Organization policies may result in preclusion from Remote-Work and/or disciplinary action, up to and including termination of employment.

Business Hours and Workweek

The core business hours shall be 8:00 a.m. to 4:30 p.m. (PST) Monday through Friday, with a (30) minute meal break each day unless the employee’s supervisor/manager has pre-approved an alternate work schedule. An employee may be scheduled to work evening hours or on a weekend. The workweek begins at 12:00 a.m. (PST) Saturday and ends at 11:59 p.m. (PST) on Friday.

Meal and Rest Periods

Employees are encouraged to step away from work technology during scheduled work breaks and meals to give their mind a rest from the digital world, and to maintain mental and physical wellbeing. In the workday, take time to engage in mindfulness activities such as stretching, walking and making time for digital breaks.

Nonexempt Employees

Remote-Working employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Organization’s time-keeping system.

The law requires that nonexempt employees working in excess of five (5) hours be provided a minimum thirty (30) minute meal break. The Organization permits its employees to take a thirty (30) minute meal break each day. Accordingly, it is the Organization’s policy that a meal break must be taken each day by employees working five (5) or more hours per shift, unless six (6) hours completes the shift and the nonexempt employee waives their meal break in writing. Meal periods must be taken no later than the end of the employee’s fourth hour of work (in other

words, no later than four hours and 59 minutes into the employee's shift).

Overtime hours worked in excess of those scheduled per day and per workweek require the advance approval of the Remote-Worker's supervisor/manager. Failure to comply with this requirement may result in the immediate termination of the Remote-Working arrangement.

Timekeeping

Employees are required to record time taken off (vacation, holiday, sick days, jury duty, and bereavement, military leave, workers' compensation, etc.). Request for time off without available sick and vacation accruals (if applicable) will be designated as unpaid. Please use the appropriate no pay selection in the timekeeping system. If you require time off for a leave of absence, please open a Human Resources ticket in the self-service portal.

Communication

Remote-Working employees are to be available by phone, text, web conferencing, and instant messaging during regular business operating hours to assist and support management, co-workers, vendors, students, parents, and customers. Non-compliance with communication with your supervisor/manager and/or internal department team members and cross functional departments teams may result in corrective action including termination of Remote-Work arrangement and up to termination of employment.

Operational Needs

The employee may be called into the office or to a Company event when necessary to meet operational needs or where one's physical presence may be required. The supervisor/manager should provide reasonable notice whenever possible. However, the employee may be required to report to the office without advance notice, as needed. The following are examples of events where one's physical presence may be required, but is not limited to:

- iLEAD Staff Kickoff
- All-Boards Dinner (if applicable)
- Professional Learning (if applicable)
- Board Meetings (if applicable)
- Hiring Events (if applicable)
- Leadership Connections (if applicable)
- Team Collaborations (if applicable)

Dress Code

Employees who are approved for Remote-Working are to maintain a business casual appearance when engaging in virtual video meetings with clients, vendors, leadership, peers, students and parents.

Dependent Care

Remote-Working is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on successfully fulfilling job responsibilities and expectations and meeting business demands. Prospective Remote-Workers are encouraged to discuss expectations of Remote-Working with family members prior to Remote-Work arrangement.

Absences

If a Remote-Worker becomes ill on a scheduled Remote-Work day, the Remote-Worker must notify their supervisor/manager within one hour of expected start time. If a return date is unknown, the Remote-Worker must notify supervisor/manager an hour or before the start time of regular work shift. Remote-Workers who are ill or injured and anticipate being away from work for more than five (5) business days should speak with their health care provider and our Human Resources department for information about Leave of Absence (LOA) or State Disability Insurance benefits.

Equipment and Supplies

On a case-by-case basis, the Organization will determine, with information supplied by the employee and the supervisor/manager, the appropriate equipment needs (including hardware, software, hotspot data, virtual phone lines and other office equipment) for each Remote-Working arrangement. The Human Resources and Information Technology Services Departments will serve as resources in this matter. Equipment supplied by the organization will be maintained by the organization. Organization reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Organization property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of the Remote-Work arrangement or employment, all company property will be returned to the company, unless other arrangements have been made.

For employees full-time Remote-Working, Organization will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Organization will also reimburse the employee for business-related expenses, such as shipping costs, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within their home for work purposes. The Organization will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employee must secure and keep in force during the Remote-Work arrangement homeowner or renters insurance to cover any claims arising out of damage to their personal property and/or equipment.

Personal Equipment

Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Organization accepts no responsibility for damage or repairs to employee-owned personal equipment. Employees who use their personal equipment for Remote-Working are responsible for the installation, repair, and maintenance of the equipment. The Organization accepts no responsibility for loss, damage, wear or repairs to employee-owned personal equipment.

Remote-Working employees must understand and agree that Organization is entitled to, and may access, any personal equipment used while telecommuting, such as a personal computer, telephone, fax machine, monthly bills, and internet records.

Tax and other legal implications

Remote-Working employees must determine any tax or legal implications under IRS, state and

local government laws, and/or restrictions of working out of a home-based office.

Remote-Working out-of-state has additional considerations related to taxation, reporting, and applicability of local jurisdiction employment laws. Responsibility for fulfilling all obligations in this area rests solely with the Remote-Worker. Please seek advice from your tax expert.

Security of Confidential Information

Security of confidential information is of primary concern and importance to the Organization. Consistent with state and federal law and the Organization's expectations of information security for employees working at the site, Remote-Working employees will be expected to ensure the protection of proprietary company, student, vendor and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, proper handling and disposal of all materials containing confidential information, regular password protection and maintenance on all systems containing confidential information, and any other measures appropriate for the job and the environment.

All files, records, papers, or other materials created while Remote-Working are Organization property. Remote-Working employees and their supervisor/managers shall identify any confidential, private, or personal information and records to be accessed and ensure appropriate safeguards are used to protect them. The Organization may require employees to work in private locations when handling confidential or sensitive material. The Organization may prohibit employees from printing confidential information in Remote-Working locations to avoid breaches of confidentiality.

Back up critical information on the Organization designated location other than company issued technology on a regular basis to assure the information can be recovered if the primary source is damaged or destroyed. Remote-Workers must ensure that data stored on electronic media is permanently deleted and unrecoverable before media is disposed of or reused.

Remote-Workers may not disclose confidential or private files, records, materials, or information, and may not allow access to Organization networks or databases to anyone who is not authorized to have access. Any incidents of loss, damage, or unauthorized access must be reported by the Remote-Worker to their supervisor/manager immediately.

Public Record Laws

The California Public Records Act and Transparent California Law regarding public information and public records apply to Remote-Working employees. Public records include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the Organization regardless of physical form or characteristic. Public information means the contents of a public record. Upon receipt of an appropriate request, and subject to authorized exemptions, a Remote-Working employee must permit inspection and examination of any public record or public information in the employee's custody, or any segregable portion of a public record, within required time limits. This requirement exists regardless of where the public record is located.

Safety

Remote-Workers are expected to maintain a safe and productive work environment with adequate lighting and ventilation. Remote-Worker's home workspace is to be free from safety hazards and obstruction. Remote-Workers must have fire protection equipment in the home. With reasonable notice and at a mutually agreed upon time, the Organization may make on-site visits to employee's Remote-Work location to ensure that the designated work space is safe and

free from hazards, provides adequate protection and security of Organization property, and to maintain, repair, inspect, or retrieve Organization property.

Remote-Workers are not to hold business visits or meetings with colleagues, customers or the public at the home worksite.

Worker's Compensation

Injuries sustained by the Remote-Worker in a home office location and in conjunction with their regular work duties are normally covered by the Organization's workers' compensation policy. Remote-Working employees are responsible for notifying the employer of such injuries as soon as practicable. The Remote-Worker agrees that it may be necessary for management to access the Remote-Work site to investigate an injury report.

Workers' compensation does not cover injuries that are not job related. This includes, but is not limited to, travel from the Remote-Working employee's out-of-state remote work location to the primary employer's home office. Additionally, the Remote-Worker is liable for any injuries sustained by visitors, third parties or family members at the home worksite.

Failure to maintain a proper and safe work environment, in accordance with this policy, may be cause for terminating the Remote-Work arrangement.

Employee Benefits

Remote-Working employees who are eligible for the Organization sponsored benefits will continue to maintain their benefits during the Remote-Work arrangement. However, some benefit options are not available out of the state of the primary employer's home office. Please reach out to the Benefits Department for assistance.

Travel

All business travel arrangements must be pre-approved by the Remote-Worker's supervisor/manager. Remote-Workers will not be paid for time or mileage for travel between the Remote-Work site and the employee's primary worksite as this travel is considered travel from home to work.

Evaluation/Cancellation/Termination of Remote-Work Arrangement

Any Remote-Working arrangement may be discontinued at will and at any time at the request of either the telecommuter, manager/supervisor, or the Organization. In addition, the number of days and/or the schedule of days in a Hybrid Remote-Work arrangement may be altered at any time at the discretion of the manager/supervisor or the Organization. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a Remote-Work arrangement. There may be instances, however, when no notice is possible.

Upon termination of the Remote-Work arrangement or termination of employment, the employee agrees to promptly deliver Organization property, files, records, and supplies to Organization. If the employee's personal computer was used, Organization provided software shall be deleted.

Ad Hoc Arrangements

Temporary Remote-Working arrangements may be approved for circumstances such as

inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. Other informal, short-term arrangements may be made for employees as a reasonable accommodation to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal Remote-Working arrangements are made on a case-by-case basis, focusing first on the business needs of the Organization. If you should have any questions regarding this policy, please speak with your supervisor/manager or the Human Resources department at HR@ileadcalifornia.org. For work related injuries, please contact 911 for emergencies, or for non-emergency situations follow the protocol outlined in the Workplace Injury section found on the ADP/Workforce Now homepage. Alternatively, you may contact supervisor/manager or Human Resources department at HR@ileadcalifornia.org.

Remote-Work Request Procedures

Hybrid Remote-Work

1. (a) Employee reaches out to their supervisor to discuss their Remote-Work request
OR
(b) Manager/supervisor reaches out to the employee to discuss Remote-Work arrangement option with the employee.
2. Manager/supervisor contacts Human Resources and asks that the Remote-Work Request Form be sent to the employee for review and completion.
Manager/supervisor engages the employee in conversation to conduct a preliminary assessment of request, review proposed schedule and Remote-Work Policy.
3. If manager/supervisor agrees that a hybrid Remote-Work arrangement is feasible, and employee agrees to the Remote-Work Policy, manager/supervisor signs as approval.
4. Approved form routes to Human Resources for recordkeeping in the HRIS system.
 - a. Human Resources documents supervisor/manager approval and Remote-Work arrangement.
5. Manager/supervisor routes Remote-Work policy to employee to review and sign acknowledgment. Signed document will route to Human Resources for recordkeeping.

Short Term Remote-Work (three weeks or less) at a location different than the primary work location or employee home location

1. Employee reaches out to Human Resources to request the Telework Request Form.
2. Employee provides the Remote-Work Request Form to manager/supervisor for review.
3. Manager/supervisor engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Remote-Work Policy.
4. If the manager/supervisor agrees that a Remote-Work arrangement is feasible, the manager/supervisor discusses the request with the Director of Human Resources, signs the request form and form routes to the School Director for signature of approval.

- 5.
6. School Director reviews request form and makes decision.
 - a. If approved, the manager/supervisor notifies the employee and reviews Remote-Work policy and arrangement. Manager/supervisor routes Remote-Work policy to the employee to review and sign acknowledgment. Signed document will route to Human Resources for recordkeeping.
 - b. If a request is denied by the School Director, a reason will be provided for the manager/supervisor to review with the employee.
7. If approved by all parties, Human Resources receives notification for recordkeeping.

Full Time/Continuous Remote-Work primary residence IN the state of the employing organization.

1. Employee reaches out to their supervisor to discuss their Remote-Work request.
2. Manager/supervisor routes Remote-Work Request Form to employee for review and completion.
3. Manager/supervisor engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Remote-Work Policy.
4. If manager/supervisor agrees that a Remote-Work arrangement is feasible, manager/supervisor discusses the request with the Director of Human Resources and the School Director.
5. School Director reviews request form.
 - a. Whether approved or denied by the School Director, both Manager and Director of Human Resources will receive notification of decision for review with the employee.
6. The supervisor/manager communicates the decision.
 - a. If approved, the manager/supervisor notifies the employee and reviews Remote-Work policy and arrangement. Manager/supervisor routes Remote-Work policy to the employee to review and sign acknowledgment. Signed document will route to Employee Services for recordkeeping.
 - b. If the request is denied by the School Director, a reason will be provided for the manager/supervisor to review with the employee.
7. If approved by all parties, Employee Services receives notification to document Remote-Work arrangement in the HRIS system.

Full Time/Continuous Remote-Work primary residence OUT of the state of the employing organization.

1. Employee reaches out to their supervisor to discuss their Remote-Work request.
2. Manager/supervisor routes Remote-Work Request Form to employee for review and completion.
3. Manager/supervisor engages the employee in conversation to conduct a preliminary assessment of request (position/employee suitability), review proposed schedule and Remote-Work Policy.
4. If the manager/supervisor agrees that a Remote-Work arrangement is feasible, the manager/supervisor discusses the request with the Director of Human Resources and the School Director.
5. School Director reviews request.

- a. Whether approved or denied by the School Director, both Manager and Director of Human Resources will receive notification of decision for review with the employee.
- 6. The supervisor/manager communicates the decision.
 - a. If approved, the manager/supervisor notifies the employee and reviews Remote-Work policy and arrangement.
 - b. If the request is denied by the School Director, a reason will be provided for the manager/supervisor to review with the employee.
- 7. If approved by all parties, Human Resources and Payroll will receive notification.
 - a. Human Resources will document approval and Remote-Work arrangement in the HRIS system.
 - b. Human Resources will evaluate insurance needs.
 - c. Payroll will assess employer tax requirements. This may involve setting up out-of-state tax accounts.
 - d. Employee must update HRIS system with out of state address as soon as possible.