

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4113.5 / 4213.5**

**ADOPTED: 08/12/20**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: WORKING REMOTELY**

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The Superintendent recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts the Ventura County Office of Education's (VCOE's) ability to effectively conduct operations at the school or worksite. A full-time, part-time, or short-term remote work arrangement may also be granted by the Superintendent or designee to an individual employee, upon request, provided that the position is suitable for remote work, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder VCOE operations.

The opportunity to work remotely shall be entirely at the VCOE's discretion, and no grievance or appeal right may arise from VCOE denial of any employee request for remote work.

Employees approved for remote work shall comply with all Superintendent policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.

Any employee working remotely shall utilize their own provided and adequate internet service to perform the duties of their position, participate in meetings and online trainings, submit work product and any other communication online.

Employees working remotely are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with VCOE policy.

VCOE shall provide to employees who work remotely all supplies, materials, apparatus, and equipment reasonably necessary to perform their jobs, including, a technology device. Employees shall use caution in accessing the Internet from public locations and in accessing information from networks outside of VCOE in order to safeguard confidential information. Employees shall be

responsible for maintaining and protecting equipment on loan from VCOE and shall adhere to the VCOE Acceptable Use Agreement. The employee's personally owned equipment may only be used for VCOE business when approved by the Superintendent or designee.

Work done at a remote work location is considered official public business. VCOE records and communications shall be retained and safeguarded against damage or loss and shall be kept confidential or made accessible to the public in accordance with law.

Any employee working remotely shall be available during work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means. Lack of responsiveness on the part of the employee may result in discipline and/or termination of remote work responsibilities. Employees shall be required to attend virtual or in-person meetings when directed by their supervisor.

Employee productivity shall be evaluated on the basis of time spent on tasks and projects, task completion, and quality of job performance in the same manner as all employees in the same position at the assigned school or office.

Remote work arrangements may be discontinued at any time at the discretion of the Superintendent or designee.

#### Legal Reference:

##### GOVERNMENT CODE

6250-6270 California Public Records Act  
12900-12996 Fair Employment and Housing Act

##### LABOR CODE

226.7 Mandated meal, rest, or recovery periods  
6400 Safe and healthful employment and place of employment 6401 Unsafe workplace

##### UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

#### Management Resources:

##### WEB SITES

California Department of Industrial Relations: <https://www.dir.ca.gov>