
REMOTE WORK POLICY

Pathways Academy Adult Education (“PAAE” or “Charter School”) is a remote workplace that will require in-person attendance. This is stated in an employee’s Job Description. Employees must adhere to all policies and procedures regardless of their remote work status.

DEFINITIONS

Remote work, working remotely, telework, telecommute, or work-from-home are defined as any work arrangement that allows employees to work outside of a primary worksite at an alternate location.

REMOTE WORK POLICY

Employees who work remotely are expected to maintain normal productivity and performance as if they were conducting business onsite. They may not carry out work for anyone other than PAAE during this time. Employees must use approved time off for absences. Employees must accommodate themselves for any of the following, but not limited to, on-site meetings, conferences, retreats, state testing, team-building days, and/or training.

AVAILABILITY AND COMMUNICATIONS

- Employees must be available to take work related calls and attend meetings as needed with minimum disruption, during business hours. Normal business hours are as follows:
 - Full-time employee = 8:00am - 4:30pm
 - Part-time employee = 10:00am - 2:00pm
- While working remote, employees are expected to be available and communicative during these business hours.

WORKSPACE

- Employees should establish a workspace that is safe and conducive to conducting day to day business. Employees are responsible for maintaining adequate and reliable internet service regardless of where they sit.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- PAAE issues all employees the necessary equipment and software licenses to do their job effectively.

EQUIPMENT

The Executive Director or designee will determine and approve, with information supplied by the employee and the supervisor, the appropriate equipment needed for each employee.

REMOTE WORK POLICY

Equipment supplied by PAAE will be maintained by PAAE. Equipment supplied by the employee, if deemed appropriate by PAAE, will be maintained by the employee. PAAE accepts no responsibility for damage or repairs to employee-owned equipment. PAAE reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by PAAE is to be used for business purposes only. The employee must sign an inventory of all PAAE property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all PAAE property will be returned, unless other arrangements have been made.

PAAE does not provide employees with office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner.

PAAE will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Occasionally, when pre-approved by the Executive Director, employees will be reimbursed for business-related expenses that are reasonably incurred in carrying out the employee's job.

VIRTUAL MEETINGS

- While distractions are sometimes unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during group video or audio conferencing unless you are speaking.
- Turning on video is required. We understand there may be rare occasions where you are unable to utilize your video, however, this should be the exception rather than the norm.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use discretion. We are a business casual environment.
- Avoid multitasking. Give your full attention to the meeting as if you were face to face.

TIMEKEEPING

- Hourly employees must accurately record all working time and may not work “off the clock.”
- Hourly employees must use timesheets approved by PAAE and are required to log out for lunch as required by law.

CONFIDENTIALITY

PAAE employees must adhere to policies as they relate to client and proprietary information even while working remotely. Employees agree to maintain confidentiality and keep passwords and other information safe at their remote work area.

REMOTE WORK POLICY

SECURITY

Remote employees will be expected to ensure the protection of proprietary information accessible from their home office. Steps include the use of regular password maintenance and any other measures appropriate for the job and the environment.

WORKERS COMPENSATION

In the event of a job-related injury, employees should report the incident to their direct supervisor as soon as possible. Note that workers' compensation does not apply to injuries to any third parties or members of Employee's family on Employee's premises. Furthermore, workers' compensation does not apply to injuries incurred outside of working hours/outside of the remote workspace.

Employee Acknowledgement

I acknowledge that I have received and understand the provisions of the Remote Work Policy. I also understand that this policy is not intended to be an all-inclusive list of duties and is subject to change to meet the needs of the business.

Employee Signature

Printed Name

Date