

PROCEDURE Harford County Public Schools

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| PROCEDURE TITLE: TELEWORKING | | |
| ADOPTION/EFFECTIVE DATE: January 21, 2022 | MOST RECENTLY AMENDED: | MOST RECENTLY REAFFIRMED: |
| POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: | | |

I. Purpose

The purpose of this procedure is to establish a teleworking program in Harford County Public Schools (“HCPS”) and criteria and regulations related thereto.

II. Definitions

- A. Teleworking means performance of job functions telephonically or virtually from a location other than the employee’s assigned physical workspace or the physical location of the employee’s department.
- B. Teleworking Schedule means the days and time of day when an employee teleworks.
- C. Virtual means electronic and digital transmission of voice, written materials and images via a device.

III. Procedures

- A. Identification of Approved Telework Positions
 - 1. The HCPS Human Resources (“HR”) Department shall establish and maintain a list of employment positions eligible for telework, either full or part time.
 - 2. Employees working in job positions that are not approved by HR for telework are not eligible for teleworking.
- B. Authorization to Telework
 - 1. Employees who work in telework eligible positions may submit requests to telework to their immediate supervisor.
 - 2. Upon receipt of a telework request, the immediate supervisor of the employee in question shall, in conjunction with other supervisory staff in the department in question, and HR, as necessary, either grant or deny the request to telework.

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3. The immediate supervisor may grant the request to telework based on either a full- or part-time telework schedule at the supervisor's discretion.
 4. At least the following factors shall be considered by the immediate supervisor, the departmental supervisors and HR, in making the decision to permit an employee to telework either on a full-time or part-time telework schedule.
 - a. The employee's work performance.
 - b. The impact of granting the request would have on the work capacity of the department in question.
 5. Assignment to a telework position shall be effective from the date of approval through the fiscal year.
 6. Employees who request to telework must submit an application to telework to their immediate supervisor for each fiscal year.
- C. Teleworking Compensation, Duties, Responsibilities
1. Responsibilities
 - a. While teleworking, employees shall comply with all HCPS policies, procedures, employee handbook, and standards of professional conduct.
 - b. All terms and conditions of employment applicable to a non-teleworking employee are applicable to a teleworking employee except for those terms and conditions which pertain only to teleworking.
 - c. Teleworking employees are subject to appropriate disciplinary action for failure to comply with this procedure.
- D. Employee Availability During Teleworking
1. Teleworking employees must be available by email, phone, or other communication methods during normal business hours established by the employee's immediate supervisor.
 2. Teleworking employees must be available for in-person attendance at the employee's regularly assigned work location or for on-site meetings at another location as designated by the employee's immediate supervisor. Conferences, training sessions, or other

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system activities may be required on scheduled telework days/times with reasonable notice.

3. Immediate supervisors shall establish response time requirements, work deadlines, and the appropriate communication methods for a teleworking employee.
4. Teleworking employees must notify their immediate supervisor immediately of any situation that interferes with their ability to perform their duties while teleworking and utilize the appropriate accrued leave time in accordance with the applicable leave policies and procedures.

E. User Responsibilities for Equipment, Supplies, and Network Security

1. The teleworking employee must provide their own phone (if not previously issued an HCPS phone), internet access, a designated workspace and appropriate equipment to complete work assignments.
2. HCPS equipment provided to a teleworking employee shall remain the property of HCPS and shall be returned to HCPS upon the termination of the employee's telework.
3. Teleworking employees must adhere to the HCPS Responsible Use Policy. HCPS Equipment shall not be used by anyone other than the employee and may be used only for HCPS related work.
4. Teleworking employees are required to secure any assigned HCPS property from theft or damage and to immediately report theft or damage of same to their supervisor.
5. Teleworking employees are required to follow all information security protocols and shall ensure the protection and confidentiality of proprietary school system, student information, or other confidential information, accessible from their home office.
6. The teleworking employee may obtain HCPS supplies needed to telework with supervisor approval.

F. Workspace and Injury Liability

1. Teleworking employees must have a secure area and designated workspace that is free of undue distractions.

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2. The workspace should be maintained in a safe condition, free of hazards that might endanger the employee or result in the damage or loss of HCPS equipment or property.
3. Teleworking employees are covered under the HCPS worker compensation coverage for injuries that occur during the actual performance of office duties at the remote work site.
4. Teleworking employees shall report work-related injuries to their immediate supervisor as soon as practicable or within 24 hours of the occurrence.
5. HCPS is not liable for damages to the employee's personal or real property which occur while the employee is teleworking.
6. All expenses incurred by a teleworking employee to arrange an alternative work location in order to telework are the employee's responsibility and will not be reimbursed unless required by law or approved for reimbursement pursuant to Section I below.

G. Prohibited Actions

1. Teleworking employees may not hold in person work related meetings in the employee's home or any place other than HCPS property.
2. The teleworking employee shall not engage in secondary employment during the established HCPS workday.
3. Teleworking employees shall refrain from conducting personal business while on work status. Appropriate leave must be used for personal business matters scheduled during the duty day.

H. Child/Dependent/Elder Care

1. Teleworking is not a substitute for child, dependent and/or elder care.
2. Teleworking employees must continue to arrange for child or dependent care to the same extent as if the employee were working in their assigned physical workspace or physical department location.

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I. Authorized Expenses

The Assistant Superintendent of Business Services or his or her designees may authorize expenditures in accordance with established procedures and based on available funding for office equipment, software, communication devices related to HCPS business and office supplies needed by teleworkers while teleworking.

J. Termination

Either HCPS or the employee may terminate a telework assignment for any or no reason. Notwithstanding a termination by an employee, the employee remains subject to any disciplinary action related to acts or omissions of the employee while they were teleworking.

K. Appeal Process

Appeals regarding disputes arising out of these procedures shall be conducted under Section 4-205 (c) of the Education Article of the Maryland Code unless otherwise regulated by laws.



Sean W. Bulson, Ed.D.
Superintendent of Schools

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| Procedure Action Dates | | | | | |
|------------------------|------------|--------|------|--------|------|
| ACTION | DATE | ACTION | DATE | ACTION | DATE |
| Adopted | 01-21-2022 | | | | |
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| Responsibility for Procedure Maintenance & References | |
|---|--------------------------------------|
| LAST EDITOR/DRAFTER NAME: | JOB POSITION OF LAST EDITOR/DRAFTER: |
| PERSON RESPONSIBLE: | JOB POSITION OF PERSON RESPONSIBLE: |
| PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005: | |

LEGAL REFERENCES¹

No References Are Set Forth In This Procedure

¹ All references are to specific federal or Maryland statutes or regulations. References are provided for convenience and informational purposes only and are not to be considered as exhaustive or as precluding Harford County Public Schools from relying upon any other statutes or regulations in support of a policy.