



REMOTE WORKER POLICY

Board Approval May 16, 2019

ICEF Public Schools considers working remotely to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to such an arrangement. Working remotely allows an employee to work at home, or in a satellite location for all, or part, of their regular workweek. This is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit; and it in no way changes the terms and conditions of employment with ICEF Public Schools.

- Consistent with the organization's expectations of information asset security for employees working at the office fulltime, telecommuting employees will be expected to ensure the protection of proprietary company information accessible from their home office.
- The employee will establish an appropriate work environment within their home for work purposes. The company will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- Ensure your Google Calendar is accurate and up-to-date with all appointments.
- The employee is expected to be near a computer with internet and phone during normal business hours (lunch not included).
- Employee must provide:
 - High Speed Internet
 - Wireless router sufficient to connect company wireless phones (if applicable)
- Company will provide:
 - Computer laptop or desktop and accessories
 - Cellular phone

The executive team must approve the decision to work from home. Written documentation will be placed in the employee's file once approved.