



DOWNTOWN COLLEGE PREP EMPLOYEE TELEWORK POLICY

Purpose

Downtown College Prep (“DCP”) recognizes that teleworking/working remotely can be an appropriate work arrangement for certain employees whose job duties do not require in-person presence at a DCP school or facility. This policy details conditions and requirements which apply to all temporary telework assignments at DCP.

Definition

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it an organization-wide benefit. This temporary arrangement in no way alters or changes the terms and conditions of employment with DCP, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, DCP has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

General Requirements

Employees shall not telework unless they receive advance written approval from their supervisor. Consideration for teleworking shall be given only where an employee’s position is adaptable for teleworking and the employee has demonstrated work habits and performance that are well-suited to teleworking. Supervisors shall take into consideration the following factors when considering teleworking eligibility:

- The employee has a position where effective communication can be accommodated electronically;
- The employee’s telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of DCP;
- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of School data, records, networks, or confidentiality generally;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.



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- The supervisor has consulted with the HR Department and also received approval from their manager to authorize the teleworking assignment.

Approval of any teleworking assignment may be rescinded at any time by the employee's supervisor or by DCP leadership.

Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all DCP policies and procedures when teleworking. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties (for example, you cannot have your significant other who is not a DCP employee perform your work duties), unless expressly authorized by DCP in writing, is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by DCP and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

Supervisor (Manager) Responsibilities

Supervisors managing employees who are teleworking must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, messages, etc. as applicable to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

Communication and Accessibility

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees



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shall keep their supervisor and as needed, their co-workers or other DCP stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. During assigned work hours, employees must be accessible by phone and email at all times to their supervisor, co-workers, School stakeholders, and DCP. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

Safety

The telework space is considered an extension of DCP's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow DCP or its authorized agent to investigate and/or inspect the telework site as needed. Injuries sustained by the employee in a home office location are covered by our workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean and professional.

Supplies, Equipment, and Furniture

DCP will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. DCP will not provide office furniture for the workspace at home.

All necessary technology equipment will be supplied and maintained by DCP, subject to availability. Equipment supplied by DCP is to be used in accordance with existing technology use policies. Employees shall be held liable to DCP whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of School property. If the employee is not returning to DCP upon cessation of a telework assignment, all School property must be returned to DCP.

Information Security and Confidentiality



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Employees must never provide any third parties access to the DCP network or share network access passwords, and must comply with all policies and procedures related to information security and network access.

Consistent with DCP's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any DCP materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of DCP materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

Performance Standards

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

Professional Boundaries

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members in full compliance with DCP's "Professional Boundaries: Staff/Student Interaction" policy and as summarized below:

- Limit communications with students to issues involving School activities or classes only;
- Ensure professional communications with students by avoiding conversations of an overly personal, inappropriate, sexual, offensive, or indecent nature;
- Respect the privacy rights of students by ensuring communications and/or documents involving confidential pupil information are safeguarded appropriately;
- Maintain the same degree of formality as would be appropriate when working on-site, including in manner of speech, tone, method of communication, and appearance and dress, particularly when the employee may be communicating with students via video chat; and
- Continue to comply with any and all School policies, including enforcing appropriate student behavior and student discipline, child abuse and neglect reporting protocols, and prohibitions on harassment or other inappropriate conduct.



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For a copy of DCP's policies, please see the [Employee Handbook](#). Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

Evaluation & Duration

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

DCP may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, DCP shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible.