

70 REMOTE WORK POLICY

I. PURPOSE

The purpose of this policy is to provide remote work opportunities for Goodhue County Education District staff as necessary and appropriate.

II. REMOTE WORK ELIGIBILITY DEFINITIONS

- A. Full-Time Remote
Eligible for Full-Time, 5 days a week remote work.
- B. Hybrid Remote
Eligible for a regular remote work schedule, up to 3 days of remote work per week, determine schedule with advanced consultation with direct supervisor.
- C. Ad-Hoc Remote
Eligible for up to 8 hours per work week, on an ad hoc basis, with advance consultation with supervisor, no regular remote work schedule.
- D. Direct School Support
No regular remote work schedule because the role is expected to provide direct school-based support while students are present or the building is open to the public. Exceptions may be allowed at the discretion of the Executive Director when students are not in the building.

III. GENERAL STATEMENT OF POLICY

- A. The policy of the Education District is to provide remote work options for staff who can complete the essential functions of their position by working remotely.
- B. Determination of position eligibility is determined by the Executive Director in consultation with direct supervisors.
- C. Eligible remote work schedules will be determined by the direct supervisor.
- D. Remote work may be short-term (less than 30 days) or long-term (more than 30 days) as determined by the Executive Director.
- E. The Education District reserves the right to terminate a remote work arrangement at any time without agreement from the affected employee.
- F. No grievances may result from remote work arrangements.