PO Box 400, Lincolnton, NC 28093
Phone: 704-732-2261 Fax: 704-736-4321

# Work from Home Option Guidelines

Beginning March 23, 2020, Lincoln County Schools (LCS) will provide employees (exempt and non-exempt) ***with the option*** to work remotely. With supervisor approval, employees whose work can be successfully performed out of the office ***will have the option*** to work remotely. Some work cannot be performed remotely. Alternative work options will be provided for employees serving in these positions with consideration to social distancing. These days are still considered mandatory workdays on the LCS School Calendar. These directives are intended for employees re-assigned to work-from-home duty.

Supervisors will assign employees appropriate work to be completed in a home environment. Supervisors will ensure employees have a sufficient amount of work and will develop reporting systems to track that the work is being completed.

Employees should complete the google form WORK-FROM-HOME MARCH 2020 prior to transitioning to work-from-home duty. This form will be sent to employees by email.

# Work from Home / Telecommuting Rules and Procedures

All employees assigned to work from home during the next few weeks are expected to adhere to the following rules and procedures.

**Work Environment**

1. Employees should have a safe place to work.

2. Have a clearly defined work area that is:

    a. Clean;
    b. Well ventilated; and
    c. Free from excessive clutter and obstacles

3. Employees should be able to respond to an emergency if injured in the workplace and have access to first aid measures.

4. If an employee believes s/he does not have a safe workspace at home, they should contact a supervisor.

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5. Injuries occurring during normal work hours while working from home should be immediately reported to an employee's supervisor.

6. Except for school-issued devices (computers, tablets, phones, etc.) and school-related office supplies, employees are responsible for the configuration of and all expenses and services associated with their workspace unless expressly agreed otherwise. This includes, but is not limited to, furniture, routers, modems, and internet service.

7. Office supplies provided by your school or department should be used only for work-related activities.

**Work Time and Leave**

1. Employees working from home must create a schedule that is approved by their supervisor. The schedule should be clearly communicated to the supervisor prior to the employee working remotely. Employees shall report directly to his/her immediate supervisor and provide them with a daily work summary as determined by their supervisor. Employees will also have the option of creating a daily paper/pencil log.

2. While temporarily working from home, employees should work as if they were in their regular work location and make reasonable efforts to maintain productivity, performance, communication and responsive-ness standards as if they were not temporarily teleworking.

3. Regularly check your voicemails on your work phone, if applicable. Create a voicemail message indicating you are working from home and other means in which to reach you.

4. Hourly employees (non-exempt) should track their hours worked at home. Exempt employees may be asked to track their hours as well. Electronic or paper/pencil logs may be used to capture time worked.

5. If applicable, employees should take regularly assigned meal and break times.

6. Hourly employees may not work overtime unless approved by their supervisor.

7. Employees are expected to be available during their scheduled work hours for phone calls, email and other messages, teleconference meetings and scheduled meetings at the school or central office. Employees are expected to maintain the same response times as if you were at your regular work location.

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8. For non-instructional personnel, regularly communicate project/task completion to supervisors. Supervisors may require updates on project/ task completion. A complete job function is available in Human Resources for your review. Required work

   expectations for transportation, child nutrition, finance, operations, technology services and other non-instructional personnel will be communicated in writing.

9. Instructional employees should provide at home learning at the coordinated direction of their supervisor. A complete job function is available in Human Resources for your review. Required work expectations for teachers, teacher assistants, principals and assistant principals, and other instructional personnel will be communicated in writing.

10. Employees are obligated to continue to follow all relevant district policies and procedures while working from home, including requesting leave from work. If an employee needs to take leave for a normal reason, the employee should notify his or her supervisor or other appropriate designee.

**Technology and Security**

1. In order to access LCS technology resources and data at home, you are required to complete the following courses found at https://shield.techguardsecurity.com/lcsnc *(Login with your email and normal password.)*

   a. Security Awareness for the Home
   b. Defending Against Phishers
   c. Working Remotely

2. Ensure your home network is secure and that the device you are using has current antivirus and security software installed.

3. Do NOT open ANY attachment to an email or other communication unless you are sure of the source. Any remote desktop feature is subject to cyber-attack and you must be very vigilant during this time period since such attacks may increase.

4. Change your router password from the factory preset if you have not already done so.

5. Avoid using public Wi-Fi networks when working remotely or logging in to your work-related network.

6. An employee's home network (internet access, modem, router, etc.) are the responsibility of the employee.

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7. Any home computer virus infections or other home technology problems that arise as a result of working from home are your responsibility.

8. LCS is not responsible for home device maintenance or consumables used while working from home or alternate locations. (Printer cartridges, device use and maintenance, etc. are your responsibility.)

9. Please be aware of your Internet access plan at home or alternate locations. LCS is not responsible for data plan overages or other related telecommunications costs.

10. Read, understand, and abide by the LCS guidelines regarding district technology resource use (policy #3225/4312/7320 Technology Responsible Use). Understand that these policies and all LCS policies remain in effect while working from alternate locations, including home.

11. Practice physical security to all data, technology resources, and access to systems. Do not allow spouses, children, or anyone else to have access to student, staff, and personal information. Lock screens and take other precautions to ensure compliance with all information policies.

12. If you need to check-out a technology device (tablet, laptop, or other resource) from your school, you must complete the required Employee Technology Device Agreement and corresponding brief online course.

13. If needed, contact Technology Services at 704-736-4313 for assistance. Technology Services will have limited remote support available to LCS devices used at alternate locations. However, they are not permitted to perform repairs or modifications to your personal and home network or devices.

**Childcare**

1. Typically, working from home is not a substitute for childcare and employees working from home must have adequate childcare; however, in this unprecedented time, LCS will remain flexible regarding childcare needs for the period of the work-from-home duty.

2. While many employees will need to tend to normal childcare matters when working at home, employees should not count extended amounts spent on childcare as “work time.”

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**LCS Facility Access**

1. School district facilities will remain open for designated staff only during the hours of 8:00-4:00. Unless otherwise directed by the Lincoln County Health Department facilities

   shall be staffed by essential personnel only but shall remain open to employees that need access to internet or other resources to complete their job function.

2. Alternative work plans and essential functions may be altered at each facility (meal programs, emergency services, etc.)

3. Employees assigned to work-from-home should remove any personal items that they do not wish to leave on site should make arrangements to pick up these items from his/her work site.

**Job Functions**

1. Job functions for instructional and non-instructional personnel are available in Human Resources for review.

2. The scope of work, work schedule, and assignments of tasks for each job is subject to change based upon the work demands and needs of the school district or school.

3. Any changes in these job functions and/or expectations related to these job functions will be communicated to you by your supervisor.