



## Employee Updates Regarding COVID-19: March 17, 2020, as of (9:00 am)

*This guidance is subject to change based on updates from local and state health officials. These employee adaptations are only utilized to comply with the legal guidelines established by Executive Order 117.*

Topic	Procedures
<p><b>CCS Announces Remote Working for CCS Employees</b></p>	<p>On March 14, 2020, Governor Roy Cooper issued Executive Order 117 mandating all public schools be closed as <i>instructional settings</i> for K-12 students on 3/16/2020 - 3/30/2020 with the possibility to extend beyond this date. Due to this order, it may become beneficial and necessary for various employees of the Caldwell County Schools (“CCS”) to work remotely or from an alternate work location. The following procedures govern when, and how, an employee may work remotely. All employees are required to strictly adhere to these procedures. The authority to continue to work remotely depends on each employee following these procedures, and this authority may be revoked at any time for failure to comply.</p>
<p><b>Definitions</b></p>	<ul style="list-style-type: none"> <li>● “Alternate Work Location” is defined as a work space not owned or operated by CCS. The most common “Alternate Work Location” is the home of the employee, although other work locations may also be approved.</li> <li>● “CCS Work Space” is the work space ordinarily assigned to the CCS employee, in space owned or operated by CCS.</li> <li>● “Confidential Student Information” is defined as personally identifiable student data as described in the Family Educational Rights and Privacy Education Act, 20 U.S.C. 1232g.</li> <li>● “Remote Working Agreement” means the mandatory agreement, <a href="#">attached here</a>, for authorization to work remotely and given access to any information maintained by CCS.</li> <li>● “Working Remotely” means performing some or all of the tasks assigned to an employee from an “Alternate Work Location”.</li> </ul>
<p><b>Eligible Employees</b></p>	<ul style="list-style-type: none"> <li>● All employees may be provided the opportunity to work remotely with proper authorization by their immediate</li> </ul>

	<p>supervisor.</p> <ul style="list-style-type: none"> <li>● The expectation is that all buildings remain open and monitored during normal business hours.</li> <li>● Each building supervisor/department supervisor has the authority to <u>analyze the nature and position of an employee</u> requesting to work remotely from an “Alternate Work Location”. The following factors shall be considered: <ul style="list-style-type: none"> <li>○ The ability to properly perform the employee’s assigned duties from an “Alternate Work Location”</li> <li>○ The need for face to face communication;</li> <li>○ The need for in-person interactions with colleagues at the CCS workspace;</li> <li>○ The ability to access information needed to perform assigned tasks and the security of the information to be accessed at the “Alternate Work Location”;</li> <li>○ The importance of supervision by persons located at the CCS workspace.</li> </ul> </li> </ul>
<p><b>Alternate Work Environment</b></p>	<ul style="list-style-type: none"> <li>● Any “Alternate Work Location” must contain workspace that provides confidentiality, is free of distraction and have at least the following: <ul style="list-style-type: none"> <li>○ Adequate equipment to facilitate the performance of tasks required</li> <li>○ Telecommunication</li> <li>○ Secure storage for any confidential information.</li> <li>○ A safe place to work</li> <li>○ Clean</li> <li>○ Well ventilated</li> <li>○ Free from excessive clutter and obstacles</li> <li>○ Professional video communication and environment/backdrop</li> </ul> </li> <li>● Employees should be able to respond to an emergency if injured in the workplace and have access to first aid measures.</li> <li>● If an employee believes s/he does not have a safe workspace at home, they should contact a supervisor.</li> <li>● Injuries occurring during normal work hours while working from home should be immediately reported to an employee’s supervisor.</li> <li>● 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.</li> <li>● Office supplies provided by your school or department should be used only for work-related activities.</li> </ul>

<p><b>Rules for Working Remotely</b></p>	<ul style="list-style-type: none"> <li>● Employees are expected to be available to their supervisors during their normal work hours.</li> <li>● Teachers providing remote learning shall follow established district guidelines</li> <li>● Working Remotely requires an employee to keep regular work hours and to provide documentation and an accurate record of their work time. All aspects of the Fair Labor Standards Act that are applicable to the position of employee remain in place and all policies and practices related to the recording of time apply to time worked at an Alternative Work Location.</li> <li>● Employees who cannot work should adhere to all leave requirements as outlined in North Carolina Public Schools Benefits and Employment Policy Manual. Working Remotely is not intended to be an alternative to taking sick leave, personal leave or other leave.</li> <li>● Employees are subject to the policies and rules of CCS during all times as they are Working Remotely. Working Remotely does not change the conditions of employment, the work hours or compensation rates of employees.</li> <li>● CONFIDENTIALITY OF INFORMATION—Employees who are Working Remotely are subject to STRICT confidentiality and are prohibited from allowing any access by others to confidential student or personnel information. A FAILURE TO COMPLY WITH THIS PROVISION is grounds for TERMINATION. This means employees may not access confidential information unless they are in a secure location, free from others observing the information they are accessing. If the employee leaves a device from which they are accessing confidential information at any time, that device shall be inaccessible to and unreadable by others. Under no circumstances shall an employee place confidential student or personnel information in a position to be observed by others without authority to review it.</li> <li>● Employees Working Remotely must protect information and resources against theft, unauthorized access, tampering, and loss. Employees will be responsible for any loss due to negligence, misuse or abuse. If a Remote Worker chooses to use his/her own equipment, that is done solely at the Employee’s risk.</li> <li>● If employees Working Remotely use CCS equipment, they are responsible for protecting the equipment from damage and for using the equipment only as allowed by CCS policy. Any damage to CCS equipment shall be reported immediately to the Employee’s supervisor.</li> </ul>
<p><b>Procedure for requesting to Work</b></p>	<p>Prior to beginning remote working from any “Alternate Work Location”, employees must get authorization and must sign and</p>

<b>Remotely and Mandatory Remote Working Agreement</b>	deliver the Mandatory Remote Working Agreement to their appropriate supervisor. The authorization may be revoked at any time.
<b>Pay for Employees</b>	As stated by Eric C. Davis (Public Schools of North Carolina State Board of Education Chairman) "All staff remain in work status and are eligible to be paid". Employees will continue to be paid according to the currently established pay schedules.