


# Preparing Your Telecommuting Space



Employee should have a secured computer with webcam at the telecommuting location. An employee accessing confidential information should do so by using a virtual private network (VPN).

Employee's work schedule shall be the same as the employee's schedule in the customary worksite, including meal breaks and rest periods. The employee should conform to the established District policies and procedures as they relate to work hours, including overtime, and leave usage.

Employee is encouraged to have a suitable designated work space at the telecommuting location; this might include a desk, chair, lighting, and access to reliable internet and phone service.

An employee telecommuting will need to work from their residence. The employee agrees to protect Austin ISD records from unauthorized disclosure or damage and will comply with all requirements of law regarding disclosure of Austin ISD information. For more information regarding working from home, visit [www.austinisd.org/staff/coronavirus/telecommuting](http://www.austinisd.org/staff/coronavirus/telecommuting).