

# TELECOMMUTING GUIDELINES

## COVID-19



Austin ISD cares about the health of our students, staff and families and continues to monitor all updates to recent developments concerning COVID-19 (the Coronavirus). The City of Austin has ordered restrictions for all gatherings of 10 or more people through May 1. Although schools are among the entities exempt from this restriction, out of an abundance of caution, AISD is attempting to mitigate the impact and spread of COVID-19. This will affect our traditional education model. Due to rapid changes in nation, state, and district ordinances and operations, please visit [www.austinisd.org/staff/coronavirus](http://www.austinisd.org/staff/coronavirus) be updated with the most recent information.

In response to the developing and rapidly-changing situation and to provide the district sufficient time to plan for minimizing the risk of exposure to COVID-19, AISD will support eligible employees to telecommute.

**Please note: These guidelines were developed for a standard telecommuting situation. We understand that during this time, flexibility and adaptations will need to be made on a case-by-case basis to ensure our staff are able to take care of themselves and their families.**

### Telecommuting Location and Workspace

Employees telecommuting off-site will need to work from their residence and update their emergency contact via BOLT.

The employee should have a suitable work space at the telecommuting location. Computers used at the telecommuting work location should be issued by AISD. A desk, chair, lighting, access to reliable internet and phone service are expected to be provided by the employee. Costs incurred by an employee to create a worksite space to telecommute are at the employee's expense and will not be reimbursed. Employees may check their work phone messages while telecommuting. Employees should visit [www.austinisd.org/staff/remote](http://www.austinisd.org/staff/remote) for guidance on how to check phone messages while telecommuting and updating emergency contacts.

### Technology

Computers used at the telecommuting work location should be issued by AISD. Employees accessing confidential information should do so by using a virtual private network (VPN). Please visit [www.austinisd.org/staff/remote](http://www.austinisd.org/staff/remote) for guidance on how to obtain VPN access through the district. Employees agree to follow all computing and data security policies and guidelines established by AISD. In the event that AISD, at its sole discretion, provides equipment, software, and/or supplies for use by employees during the telecommute period, employees agree that any use of equipment, software, and supplies provided by AISD for use at the off-

site work location is limited to authorized people and for purposes related to work, and that it remains the property of AISD.

Employees should work with their supervisors if they have additional questions or concerns. For additional support on working remotely, please visit [www.austinisd.org/staff/remote](http://www.austinisd.org/staff/remote).

### **Security and Disclosure of Information**

AISD-owned data, software, equipment, facilities and supplies must be properly protected and secured, and must not be used to create employee-owned software or personal data. The employee will comply with all AISD policies and instructions regarding the security of personal or confidential information. Any software, products or data created while telecommuting are owned by AISD and must be produced in the approved format and medium. Employees agree to protect AISD records from unauthorized disclosure or damage and will comply with all requirements of the law regarding disclosure of AISD information.

### **Telecommuting Schedule**

Unless otherwise agreed to or required by the supervisor, an employee's work schedule shall be the same as the employee's schedule in the customary worksite, including meal breaks and rest periods.

Employees shall conform to established district policies and procedures as they relate to work hours, including overtime, and leave usage. Non-exempt employees will get prior approval from the supervisor regarding how to clock in and clock out while telecommuting. In the event that a non-exempt employee may need to work overtime, the employee agrees to obtain advance supervisory approval before performing the overtime work. Working overtime without such approval may result in termination of the telecommute privilege and/or other appropriate action.

While the employee is telecommuting, the employee must be available via telephone, email or virtually/by teleconference or videoconference. At the discretion of the supervisor, an employee may be asked to work from their customary AISD worksite if needed. Employees agree not to conduct any in-person work meetings at the off-site work location.

Virtual meetings will be conducted via ZOOM or Microsoft Teams for business and operational purposes. Please visit [www.austinisd.org/staff/remote](http://www.austinisd.org/staff/remote) for instructions on how to access the platforms to schedule virtual meetings.

### **Work Performance**

The quantity and quality of work performed while telecommuting should be comparable to the work completed in the district office. In situations where a comparison cannot be made, the employee must adhere to deadlines and meet established objectives. Supervisors may require employees to provide reports, artifacts or other work products that demonstrate work performed or accomplished on telecommuting work days.

## **Standards of Conduct**

Employee expectations within the Employee Handbook, Board Policy DH (LOCAL), and the Code of Ethics and Standard Practices for Texas Educators continue to apply when providing remote learning and in virtual meetings.

In addition, all staff are expected to maintain student confidentiality in accordance with FERPA during remote learning.

## **Reimbursement**

AISD will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, insurance, telephone, internet connections, travel mileage, etc.) associated with the use of employees' residences. Employees should consult with their supervisors if they have additional questions or concerns.

## **Liability for Injuries or Property Damage**

The employee is covered under the Texas Workers' Compensation Law if injured in the course of performing duties at the office or at the off-site workplace. Employees agree to notify their supervisors immediately of any accident or injury that occurs at the off-site workplace and to complete any required forms. AISD agrees to investigate such a report promptly. Employees agree that AISD shall not be liable for damages to employees' personal or real property while employees are working at the off-site work location.