**Woodland Park School District**

**Telecommuting Agreement**

Working in locations other than the regular work site (telecommuting) can be an alternative means of achieving the mission of the District. Supervisors, in collaboration with Human Resources, may allow telecommuting as long as:

1. The agreement will benefit the District and the employee;
2. The duties and responsibilities can reasonably be accomplished by telecommuting;
3. The duties and responsibilities of the job/position are not distributed to another staff member;
4. The duties and responsibilities of the job/position are delivered and are not changed substantially;
5. All obligations related to the job/position (Obligations) (meetings, PD, etc) are able to be met.

|  |  |
| --- | --- |
| **Employee Name:** | Name |
| **Job Title:** | Job Title. |
| **School/Building:** | Location |
| **Supervisor:** | Supervisor |
| **Arrangement requested by:** | *Employee* or  *Supervisor* |
| **Telecommuting effective dates:** | Date To Date. |
| **Designated location: (Home office, kitchen, etc)** | Location |

**Job Responsibilities:**

The general expectation for a telecommuting arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location.

If there are telecommuting specific job duties or expectations, if regular duties are abbreviated/altered, or if the regular work schedule is altered, specify this in the box below (or enter N/A):

**General Work Schedule (may vary upon agreement by both employee and supervisor):**

School operating hours are not expected to change during telecommuting. Employee agrees to be available via phone, email, and/or video conference during their regular work schedule. In the event that overtime is anticipated, this must be discussed and approved in advance with the supervisor, just as any overtime scheduling would normally have to be approved. Paid leave policies remain in effect for telecommuting workers.

Please enter the hours in each location on the applicable days. Enter the hours as a range (i.e. 8:00am to 5:00pm)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| Campus |  |  |  |  |  |  |  |
| Telecommute |  |  |  |  |  |  |  |

The parties also agree as follows:

1. Scope of Agreement – Employee agrees to perform services for Woodland Park School District as a telecommuting worker as outlined above. Telecommuting and its hours are available at Woodland Park School District’s sole discretion. Employee agrees that telecommuting is voluntary and may be terminated at any time, by either the Employee or Woodland Park School District, with or without cause, by providing notice in writing to the other party. Telecommuting is not an employee benefit intended to be available to the entire school district. As such, no employee is entitled to, or guaranteed the opportunity to, telecommute. Woodland Park School District will not be held responsible for costs, damages or losses resulting from cessation of this telecommuting agreement. This Agreement is not a contract of employment and may not be construed as such. Confidentiality and protection of District data and information must be maintained at off-site locations at all times.
2. Salary and Benefits – Salary and benefits will not change because of telecommuting, except as they might have changed had Employee stayed on site to work
3. Equipment and Supplies – Woodland Park School District *may* provide the necessary computer, software, and other equipment and supplies needed for telecommuting. All of these items remain the property of the District and must be returned to the District upon request. The computer, software, and any other equipment or supplies provided by Woodland Park School District are provided only for use by District employees and for job/position work purposes and District assignments. Other household members or anyone else should not use District property. The computer, software, and any other equipment or supplies provided by Woodland Park School District are not to be used for personal use. You are not to add, delete or alter any hardware or software or apps to any equipment and supplies.
   1. Employee may use personal equipment for telecommuting purposes. In such cases, Employee will be responsible for the care, maintenance and insurance required for the equipment.
   2. Office supplies *may* be provided by Woodland Park School District as needed. Employee’s out-of-pocket expenses for supplies will *not* be reimbursed unless by prior approval of Employee’s supervisor.
4. Workspace – Employee agrees to designate a workspace within Employee’s telecommuting location for placement and installation of equipment to be used while working by telecommuting. Employee agrees to maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. Any District materials taken home should be kept in the designated work area at home and not be made accessible to others.
5. Worker’s Compensation – Woodland Park School District will be responsible for any work-related injuries under the State of Colorado’s Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area. Any claims will be handled according to the normal procedure for Worker’s Compensation claims.
6. Income Tax – It will be the Employee’s responsibility to determine any income tax implications of maintaining a home office area. Woodland Park School District will not provide tax guidance nor will Woodland Park School District assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

***I have read and understand this agreement and accept its conditions***.

|  |  |
| --- | --- |
| **Employee Signature:** | **Date:** |
| **Computer and Equipment (If Applicable- Description)** | **ID Number:** |

**Approval:**

|  |  |
| --- | --- |
| **Supervisor Signature:** | **Date:** |
| **HR Signature:** | **Date:** |
| **Business Services Signature:** | **Date:** |
| **Superintendent Signature:** | **Date:** |