

Teleworking Policy

During this unusual time, Southeastern Academy will allow certain employees the opportunity to telework. Teleworking, or telecommuting, is the concept of working from home or another location on a full- or part-time basis. Teleworking is not a formal, universal employee benefit. Rather, it is an alternative method of SeA's needs during unusual times. Indeed, teleworking, especially for teachers and instructional staff, is not ideal and will not be permitted absent extraordinary circumstances such as the current health crisis. The school has the right to refuse to make teleworking available to an employee and to terminate a teleworking arrangement at any time in its sole discretion.

Compensation and Work Hours

The employee's compensation, benefits, work status and work responsibilities will not change when teleworking unless an employee is notified in writing of such change. The amount of time the employee is expected to work per day or pay period will not change as a result of teleworking. However, schedules and hours may change depending on the School's needs and expectations.

Equipment/Tools

Southeastern Academy may provide specific tools/equipment for the employee to perform his/her current duties. This may include computer hardware, computer software, phone lines, email, voice-mail, connectivity to host applications, and other applicable equipment as deemed necessary.

The use of equipment, software, data supplies and furniture when provided by the School for use at the remote work location is limited to authorized persons and for purposes relating to SeA business. Southeastern Academy will provide for repairs to company equipment. When the employee uses her/his own equipment, the employee is responsible for maintenance and repair of equipment. A loaner laptop may be provided when available. Loaner computers will vary in performance and configuration. Loaners must be returned upon request.

Security

The school expects all telecommuting employees to comply with the Guidelines set out in Attachment A regarding technology security.

Workspace

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. The workspace shall be professional, appropriate and conducive to audio and visual interactions with students, families and co-workers. Employee is expected submit three photos of the home workspace to their supervisor prior to implementation of teleworking.

Any school materials taken home should be kept in the designated work area at home and not be made accessible to others. This is particularly important when such materials include student and/or family information or other information that could be deemed confidential.

The school has the right to make on-site visits (with 48 hours advance notice) to the remote work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve Southeastern Academy School-owned equipment, software, data or supplies or to ensure that the employee is complying with School policies.

Office Supplies

The school will provide any needed office supplies. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior written approval of the School in accordance with its fiscal policies.

Worker's Compensation

During work hours and while performing work functions in the designated work area of the home, telecommuters may be covered by worker's compensation.

Liability

The school is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

Dependent/Child Care

Southeastern Academy recognizes the challenges during this difficult time. However, it is important the employees prioritize and perform their work while teleworking. This means that teleworking is not a substitute for dependent care. During the time you are expected to work, you are expected not to be providing dependent care.

Taxes

It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The school will not provide tax guidance nor will Southeastern Academy assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

Communication

Employees must be available by phone, teleconference and email during core work hours.

Problem-Solving/Policies

Southeastern Academy understands that telecommuting may be challenging and the School will make every effort to support employees during this time. Employees are expected to assist in problem-solving any challenges they have while telecommuting and work with their supervisor and the School when such issues arise. Please keep in mind that employees remain obligated to comply with all school rules, practices, policies and instructions while telecommuting.

Attire/Conduct

Telecommuting employees are expected to continue to conduct themselves in a professional manner while working for the School. It is expected that telecommuting employees be available for audio and video conferences/calls during working hours. Telecommuting employees must also be sure to dress professionally and appropriately as per school policy during work time, especially when conducting classes, meetings or communications using video.

Tracking Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the school's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance written approval of Southeastern Academy's Administrator. Failure to comply with this requirement may result in the immediate termination or termination of the telecommuting arrangement.

For exempt telecommuting employees, the School will set work expectations and accountability measures, which may differ based on position, grade level and subject matter. In addition, exempt employees may be required to track time and productivity.

Time off/Leave/Sick Time

All employees are expected to continue complying with the School's time off, leave and sick time policies. Reporting expectations under such policies shall continue to remain in effect with any modifications being communicated by your supervisor or the School's leadership.

Nothing in this policy shall be construed to alter any other term or condition of employment or any other School policies, contracts or agreements.

Attachment A

Expectations for Technology Security

Working remotely has its benefits but doing so comes with the added responsibility of taking the appropriate steps to protect your organization's data while being connected online. Keep these tips in mind.

- **Use only devices approved by your organization.** Avoid using personal computers, tablets and cellphones – as well as those shared with others – to work.
- **Use VPN when necessary.** Virtual private networks, which provide secure direct connections to your organization's computer network, might be necessary when accessing files, working with sensitive information or using certain websites.
- **Think before you click.** Avoid downloading or clicking on unknown links in emails. If you aren't sure if you should, call the sender first. Hackers often use fake websites to trick you into giving sensitive information or to install malware onto your device. [Get more tips.](#)
- **Guard your devices.** If your organization allows you to work elsewhere from your home, never leave your laptop, tablet or cellphone – including any USB or external storage devices – unattended. Avoid entering passwords where others can see.
- **Connect only to trusted networks or your cellular Wi-Fi connection.** Many public hotspots aren't secure and might not protect your passwords, emails and work.
- **Create strong passwords.** Be sure they include a mix of upper and lowercase letters, numbers and symbols. Make them difficult enough that someone can't guess them.
- **Don't share passwords online.** If you must share log-in information with a coworker, call them with the details instead of sending via email, text or instant message.
- **Use two-factor authentication.** Although it can be inconvenient, two-factor authentication, if available, provides an extra layer of security to keep hackers from accessing accounts.
- **Encrypt your email.** Some data and information might need to be encrypted before sending it electronically. This might also include information that you might otherwise share in a conversation if you were at the office.
- **Contact your IT help desk.** If you need technical support, contact your organization's IT department. Don't try to fix technical issues yourself. Travis Branch travisb@southeasternacademy.org 910-374-4066