

CMS EMPLOYEE HANDBOOK SECTION 5: *Remote Work*

During some periods, remote work may be required (inclement weather, pandemics, etc...).

When Work-From-Home protocols go into effect, detailed instructions will also be posted on the District website. **Please note, at any given time a staff member may be asked to report to the District at the direction of the Superintendent of Schools or designee.**

1. The Superintendent's expectation is that staff continue to work during remote assignments.
 - If you are unable to work at home virtually, please reach out to your direct supervisor and an accommodation will be made for you at one of our district buildings.
 - If you are unable to work virtually or at a site, please input your sick, personal* or vacation* day in Skyward. COVID absence does not apply for employees working from home/remote locations.

***NOTE: If you have a previously approved personal/vacation day in the system, you may still use it.**

2. In the event that you are engaged in any form of digital learning (i.e., google classroom) while the school building is closed, please be reminded of and adhere to all district policies located on the District's website: Board of Education, Policy Manual and in the CMS Employee Handbook.

Payroll Dates

- Scheduled payroll dates during a closing will continue as usual.

Direct Deposit

- Contractual employees who currently participate in Direct Deposit, will continue to receive their payroll stub and funds electronically.
- Live-checks will be mailed.

Clovis Municipal Schools - Remote Work Guidance

Jobs that could be performed remotely on a long term basis:

- Executive Legal Assistant
- Executive Assistant to the Deputy Director of Operations
- Public Relations Specialist
- Contract Systems Specialist
- Some Administrative Assistants
- Teachers of remote students
- Educational Assistants of remote students
- Some Tech Specialists
- Information Systems Specialist
- Some Related Service Providers

Jobs that cannot be performed remotely on a long term basis:

- Superintendent
- Deputy Superintendents
- Deputy Directors
- Executive Directors

- Directors
- Coordinators
- Managers
- Principals
- Assistant Principals
- Teachers of in-person students
- Educational Assistants of in-person students
- School Administrative Assistants
- Student Nutrition Managers/Workers
- Guidance Counselors
- Interpreters
- Maintenance/Custodial
- Most Related Service Providers
- Most Administrative Assistants
- Administrative Support
- Most Tech Specialists
- Coaches

Guidelines for Short Term Remote Work

Reasons short term remote work can be granted:

- District Need
- District related travel
- Individual employee needs with supervisor and Superintendent's approval

Reasons short term remote work can be denied:

- Day care related issues
- Non-work related travel
- Other employment
- Medical recuperation (must have doctor's release to work)

Additional guidelines and expectations for remote work:

- All remote work arrangements are considered on a case-by-case and individualized basis.
- Requests for remote work initiated by the employee must be entered in Skyward under "Remote Work" and require supervisor/Superintendent approval.
- Standard work schedules must be followed for hourly employees, teachers, and educational assistants. Remote employees must be available by phone/internet during normal working hours.
- Dress code expectations are the same for remote and in-person employees.
- Remote employees are expected to check District correspondence throughout the day and respond in a timely manner during normal working hours.
- Supervision expectations, CPDP timelines, evaluations, and work performance reviews are the same for remote and in-person employees.
- Remote employees may be required to work full-time onsite for a period of time to form essential relationships, learn how the organization functions, or for other specific business reasons. Remote workers may be required to work in person for short periods of time at the District's discretion.

- Hourly workers may not work overtime without prior approval from their supervisor (37.25 for 7.25 hours a day employees or 40 for 8 hour a day employees).
- Remote employees are required to ensure a private space for their remote work and must provide their own reliable internet connection.
- Remote employees are expected to provide evidence of actual work completed.
- **CMS reserves the right to discontinue remote arrangements at its discretion.**

***ADDITIONAL EXPECTATIONS FOR INDIVIDUAL POSITIONS ARE AVAILABLE AS ADDENDUMS AND ARE LOCATED WITH CMS JOB DESCRIPTIONS.**