

Adopted: September 14, 2021
Revised: __

Columbia Heights School Board Policy 428



428 REMOTE WORK POLICY

I. PURPOSE

The purpose of this policy is to provide remote work opportunities for Columbia Heights Public Schools staff as necessary and appropriate.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide remote work options for staff who can complete the essential functions of their position all or in part by working remotely.
- B. Determination of staff that qualify for remote work is determined by the Superintendent and Human Resources Director in consultation with supervisors.
- C. Staff remote work schedules will be determined by the supervisor.
- D. Remote work may be short-term or long-term as determined by the Superintendent and Human Resources Director.
- E. The District reserves the right to terminate a remote work arrangement at any time without agreement from the affected employee.
- F. No grievances may result from remote work arrangements.

Legal References:

Cross References: CHPS Policy 413 – Harassment and Violence
CHPS Policy 524 – Technology and Internet Acceptable Use and Safety Policy