

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 444

REMOTE WORK GUIDELINES**

This memorandum of understanding is agreed upon between the San Luis Obispo County Office of Education (SLOCOE) and the California School Employees Association and its San Luis Obispo Chapter 444 (together "CSEA") concerning remote work guidelines. The parties hereby agree to the following which shall, upon ratification, be added to the Collective Bargaining Agreement.

ARTICLE V: HOURS

SLOCOE REMOTE WORK GUIDELINES FOR EMPLOYEES

5.1.4 Purpose

This article outlines SLOCOE's remote work guidelines for employees who request to work from an alternative location other than the assigned SLOCOE, school district, or SLOCOE approved locations. This article is written to ensure that employees, school districts, and SLOCOE will benefit from these arrangements.

5.1.5 Scope

This article applies to eligible classified employees whose work location includes work sites other than SLOCOE, school districts, or SLOCOE approved locations.

Remote work does not change the duties, obligations, responsibilities or the terms and conditions of employment.

Working remotely is a revocable agreement between the eligible classified employee and the employee's division director and direct supervisor to work from locations other than SLOCOE, LEA, or SLOCOE approved locations no more than 50% of assigned/scheduled work time with appropriate approvals.

Eligible classified employees who require remote work greater than 50% of assigned work time should apply through the reasonable accommodation process.

Eligible employees within allowable work assignments are those who:

- are not in probationary status or on an employee performance improvement plan;
- consistently demonstrated the ability to work independently;
- meet performance expectations; and
- serve in job assignments that is suitable for remote work and as defined and approved by SLOCOE.

Remote work should not hinder SLOCOE operations and remote work determination is based on operational need.

Remote work agreements are subject to change during state/county health and safety emergency orders.

5.1.6 Remote work agreement

Eligible employees may work remotely on a regular or temporary basis subject to SLOCOE's and the direct supervisor's discretion.

Employees approved for remote work shall comply with all existing SLOCOE office policies, administrative regulations, work schedules, and job assignments. Approval of remote work shall not change the compensation, benefits, or other terms and conditions of employment of an employee.

Employees approved for remote work acknowledge and agree that they may be required to report to work in-person on a remote work day arising from unforeseen operational need or from negative impacts to the COE's network such as a disruption or security breach. The SLOCOE allows for reasonable provisions, on a case by case basis, for employees to report to work in person, who may be experiencing extenuating circumstances.

Unless otherwise approved in advance by the Superintendent or designee, employees working remotely shall do so within regular work hours established for the position. Employees are entitled and expected to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of the hours they work. Employees shall notify their supervisor and follow the appropriate absence management procedures when unable to perform work assignments due to illness or other qualifying circumstances.

Employees are responsible for any home related increase in costs due to working remotely.

Classified employees requesting to work remotely must submit a request in writing to the immediate supervisor and Division Director. The request should state the classified employee's plan to adhere to the requirements in this article and the policies referred to herein.

A remote work agreement may be revoked at any time at the discretion of the Superintendent, designee, division director or supervisor. The decision to approve, deny, or revoke remote working agreements is not subject to the grievance procedure and all decisions are final.

5.1.7 Remote work requirements

To ensure that classified employee performance remains at standard levels of performance during remote work arrangements, the following requirements apply:

- Remote environments include distraction-free working space.
- Regular remote work employees working in public locations, as approved, shall be mindful of surroundings and maintain privacy and confidentiality.
- Remote environments include a high-speed Internet connection.
- Remote workers shall enroll in two-factor authentication for all external access of SLOCOE computers and programs, when applicable.
- Adhere and comply to all workplace regulations, policies, notices, handbook, contract, including but not limited to professional ethics/expectations.
- Adhere to written work, break and attendance schedules agreed upon with the immediate supervisor.
- Ensure the work schedules overlap in-person (on SLOCOE Property) with those of their team members for as long as is necessary to complete their job duties effectively. Employees shall be available during normal work hours to the employee's supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means.
- Employees shall be required to attend regular meetings in-person unless virtual attendance is permitted by their supervisor, and attend special meetings in person when directed by their supervisor.
- Employees and managers should determine long-term and short-term goals in writing; they should frequently meet (both online or in-person) to discuss progress and results.
- Employees shall be responsible for maintaining and protecting equipment on loan from the COE and shall adhere to the SLOCOE's Acceptable Internet Use Policy.
- Employees are expected to conduct their work in a location that is safe and free of obstructions, hazards, and distractions. Such employees shall report to their supervisor any serious injury or illness occurring in the home workspace or in connection with their employment as soon as practically possible in accordance with SLOCOE's Injury and Illness Prevention Program.
- Employees working from a remote location does not change an employee's designated "work base" for purposes of mileage reimbursement in accordance with Article 3.7 of the CSEA collective bargaining agreement.

5.1.8 Compliance with SLOCOE Policies

Classified employees working remotely must follow and acknowledge SLOCOE's policies. Examples of policies that all employees working remotely must follow and acknowledge the following:

Policies:

- Acceptable Internet Use Policy #AR2139
- Child Abuse Reporting Policy AR#5415
- Complaints Policy AR#4312
- Tobacco Free Environment AR4318
- Drug and Alcohol-Free Workplace AR#4319
- Drug Free Environment Notice to Employees – Form 4319A
- Nondiscrimination in the Workplace AR#4030
- Sexual Harassment of Employees AR#4341
- Injury and Illness Prevention Program

Notices:

- Department of Fair Housing and Employment-Sexual Harassment Brochure (English & Spanish)
- HIPAA Notice of Privacy Practices
- Notice of Special Enrollment Rights
- Medicaid and the Children's Health Insurance Program (CHIP)
- Medicare Part D Notice of Creditable Coverage
- Newborn and Mother's Health Protection Act
- Public School Employees as Disaster Service Workers Brochure
- Uniform Complaint Procedure Brochure (English & Spanish)
- Women's Health and Cancer Rights Act (WHCRA)

Handbook/Contract:

- SLOCOE Employee Handbook
- CSEA Collective Bargaining Agreement

Other:

- Attendance and absence reporting procedures.
- Employee Code of Conduct.
- Anti-discrimination/Equal opportunity.
- Professional appearance/conduct when meeting with customers or partners both online & In-Person.

- SLOCOE appropriate video-chat online background in compliance with SLOCOE policies.

5.1.9 Equipment requirements

SLOCOE will provide classified employees authorized to work remotely with secured networked equipment that is essential to their job duties, such as laptops, headsets and cell phones (when applicable with supervisor approval.)

SLOCOE issued equipment remains SLOCOE property. Employees must keep equipment safe and avoid any misuse. Specifically, employees must do the following:

- Keep their electronic equipment password protected.
- Stay enrolled in two-factor authentication for any external access to domain resources.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Shall not download suspicious, unauthorized or illegal software.
- Adhere to the SLOCOE Acceptable Internet Use Policy.

SLOCOE provides secondary property insurance related to damage or theft to SLOCOE equipment for employees working remotely.

APPROVAL REQUIRED. This MOU is contingent upon CSEA Policy 610 approval prior to ratification by the parties.

For CSEA:



 Jacki Seibert, CSEA Chapter 444 President



 Samuel Ogren, CSEA Labor Relations Rep.

8/17/2021

 Date

For SLOCOE:



 Thomas Alvarez, Chief Human Resources Officer

8/17/21

 Date

ACCEPTED AND RATIFIED

By their signatures below, the signatories certify that they are authorized representatives of either the Employer or the Exclusive Representative as the contracting parties; that all actions necessary for the Employer or the Exclusive Representative to ratify and accept this Agreement as a binding and bilateral agreement have been completed in the manner required by that party and the law; and that this Agreement is hereby entered into without the need for further ratification and acceptance.

**SAN LUIS OBISPO COUNTY
SUPERINTENDENT OF SCHOOLS**



DR. JAMES J. BRESCIA
Superintendent of Schools

DATE: 9/30/21

**SAN LUIS OBISPO COUNTY
SCHOOL EMPLOYEES ASSOCIATION,
CHAPTER 444**



JACKI SEIBERT
CSEA President

DATE: 9/29/21



SLOCOE Remote Work Request Form and Agreement

Name: _____

Position: _____

Supervisor Name: _____

Division Director/Asst Supt Name: _____

EMPLOYEE PERFORMANCE

Please check all that apply (you must meet all the below criteria to be eligible for remote work):

- I am not in probationary status or on an employee performance improvement plan.
- I have consistently demonstrated the ability to work independently. Please describe how your position can be performed remotely (use additional page if necessary).

- I meet performance expectations on my evaluations.
- I serve in a job assignment that is suitable for remote work as defined and approved by SLOCOE.

WORKSPACE

Check all that apply regarding your remote workspace (you must meet all the below criteria to be eligible for remote work):

- My remote work space is distraction-free.
- If I work in a public location, I will be mindful of surroundings and maintain privacy and confidentiality.
- My remote work space has access to a high-speed internet connection.
- I will enroll in two-factor authentication for all external access of SLOCOE computers and software, when working remotely.
- My workspace is safe and free from obstructions, hazards, and distractions.

If approved for remote work, I understand and agree to all the following:

1. Remote work does not change the duties, obligations, responsibilities, or the terms and conditions of my employment.
2. This agreement may be revoked at any time at the discretion of the Superintendent, designee, division director, or supervisor. The decision to approve, deny, or revoke remote working agreements is not subject to the grievance procedure and all decisions are final.
3. I may work remotely for no more than 50% of my assigned/scheduled work time.
4. Remote work cannot hinder SLOCOE operations; remote work determination is based on SLOCOE operational needs.
5. Remote work agreements are subject to change during state/county health and safety emergency orders.
6. Adhering and complying with all workplace regulations, policies, notices, handbook, contracts, including but not limited to professional ethics/expectations. (Applicable SLOCOE policies, procedures notices, handbooks, and other documents are listed in Appendix A).

7. Remote work shall not change my compensation, benefits, or other terms and conditions of employment.
8. Report to work in-person on a remote workday arising from unforeseen operational needs or from negative impacts to the COE's network such as a disruption or security breach.
9. To work within regular work hours established for my position and to take appropriate, uninterrupted meal and rest breaks, and shall keep accurate records of my hours worked.
10. Notify my supervisor and follow the appropriate absence management procedures when unable to perform work assignments due to illness or other qualifying circumstances.
11. I am responsible for any home related increase in utility expenses related to working remotely.
12. Ensure that my work schedule overlaps in-person (on SLOCOE Property) with my coworkers for operational needs necessary to complete both our job duties effectively.
13. Be available during normal work hours to my supervisor and other staff, students, parents/guardians, and members of the public, as appropriate, via email, phone, or other means.
14. To attend regular meetings in-person unless virtual attendance is permitted by my supervisor and to attend special meetings in person when directed by my supervisor.
15. To meet with my supervisor to determine long-term and short-term goals in writing; and to meet frequently with my supervisor to discuss progress and results.
16. Maintain and protect equipment on loan from the COE and adhere to the SLOCOE's Acceptable Internet Use Policy.
17. Report to my supervisor any serious injury or illness occurring in the remote workspace or in connection with my employment as soon as practically possible in accordance with SLOCOE's Injury and Illness Prevention Program.
18. Working from a remote location does not change my designated "work base" for purposes of mileage reimbursement in accordance with Article 3.7 of the CSEA collective bargaining agreement.
19. SLOCOE issued equipment remains SLOCOE property. I will keep the SLOCOE equipment safe and avoid any misuse. Specifically, I agree to the following:
 - a. Keep my electronic equipment password protected.
 - b. Stay enrolled in two-factor authentication for any external access to domain resources.
 - c. Store equipment in a safe and clean space when not in use.
 - d. Follow all data encryption, protection standards, and settings.
 - e. Not download suspicious, unauthorized, or illegal software.
 - f. Adhere to the SLOCOE Acceptable Internet Use Policy.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Division Director/Asst. Supt. Signature: _____ Date: _____

Request approved

Request denied

APPENDIX A

SLOCOE policies, procedures, notices, handbooks, agreements and other documents that all employees working remotely must follow includes, but is not limited to, the following:

Policies

- Acceptable Internet Use Policy (AR 2139)
- Child Abuse Reporting Policy (AR 5415)
- Complaints Policy (AR 4312)
- Tobacco Free Environment (AR 4318)
- Drug and Alcohol-Free Workplace (AR 4319)
- Drug Free Environment Notice to Employees (Form 4319A)
- Nondiscrimination in the Workplace (AR 4030)
- Sexual Harassment of Employees (AR 4341)
- Injury and Illness Prevention Program

Notices

- Department of Fair Housing and Employment-Sexual Harassment Brochure
- HIPAA Notice of Privacy Practices
- Notice of Special Enrollment Rights
- Medicaid and the Children's Health Insurance Program (CHIP)
- Medicare Part D Notice of Creditable Coverage
- Newborn and Mother's Health Protection Act
- Public School Employees as Disaster Service Workers Brochure
- Uniform Complaint Procedure Brochure
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Handbooks

- SLOCOE Employee Handbook
- CSEA Collective Bargaining Agreement

Other

- Attendance and absence reporting procedures.
- Employee Code of Conduct
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- SLOCOE appropriate video-chat online background in compliance with SLOCOE policies