



Teleworking Procedures

Executive Order 117 was issued by Governor Roy Cooper on March 14 ordering the closing of all schools to help reduce the spread of the COVID-19 virus. It has been encouraged for employers and employees to use teleworking technologies to the greatest extent possible. For some employees, this effort will be difficult or impossible, but principals/supervisors will work with staff to determine if any employees can utilize teleworking while continuing to effectively perform all duties. Employees who will be teleworking shall follow the guidance below. This guidance is intended for employees who can telework. If an employee is sick and unable to work, he or she should request appropriate leave.

Eligibility and Participation

- All eligibility and participation in teleworking and the procedures that follow are subject to change.
- Teleworking is available only to eligible employees, with approval of the principal/supervisor.
- Principals/Supervisors should use maximum flexibility in determining whether employees can effectively perform their job responsibilities by considering whether work can be completed off-site. These decisions should be made solely based on job responsibilities.
- This determination is not intended to establish an ongoing telework routine. This will be consistent with the duration of Executive Order 117.
- Participation in telework is voluntary.
- Any overtime must be pre-approved by the administrator/supervisor and superintendent.

Approval

- Prior to teleworking, employees must seek and gain permission from their principal/supervisor.
- Employee must review and complete the Columbus County Schools Telework Agreement provided by the principal/supervisor.
- The decision to grant an employee permission to telework should be made by the principal/supervisor.
- Approval is subject to change.

Reporting

- Employees must complete and submit the Columbus County Schools Telework Activity Log certifying the hours or days worked and duties performed.
- The Columbus County Schools Telework Activity Log should be signed and submitted to the principal/supervisor at the end of each week.
- Staff may not retroactively designate a day they were scheduled to report to the office or work site as a telework day.

Expectations

- Work and productivity expectations for telework are the same as working at the employees' assigned worksites.



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- Exempt employees are expected to work a half day or full day in accordance with their assigned duties and defined workday. If they choose to work a half day, the other half day may be covered using available and appropriate leave.
- Non-exempt employees (those who normally complete a monthly timesheet) must record the daily hours worked on the Columbus County Schools Telework Activity Log.
- Employees should follow the same work and break schedule they would if they were working on site.
- Employees must keep sensitive student and employee data confidential. Employees should not upload confidential data to an unsecure site such as Google. No confidential student records should leave the school building nor should they be scanned or emailed for use outside of the school building.

Communication/Meetings

- Employees are expected to monitor and respond to all phone calls and emails during normal business hours just as they would if they were on site.
- Employees should ensure their principals/supervisors have their phone numbers and any other relevant contact information for communication purposes.
- Attendance and participation in required meetings while teleworking is expected.