

ADMINISTRATIVE PROCEDURE

TELEWORKING FOR SELECTED EMPLOYEES

4165

Procedure No.

July 1, 2022

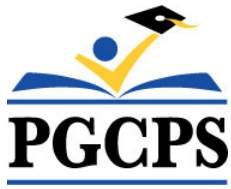
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- I. **PURPOSE:** The purpose of the Telework Program is to meet Prince George’s County Public Schools’ (PGCPS’) mission and operational needs by helping to reduce real estate and energy cost; promote management efficiencies; encourage shared use of office space; and enhance recruitment and retention of highly qualified employees.

Teleworking shall be a part-time arrangement. The employee is expected to report to the official work location on a scheduled or an as-needed basis.

II. **DEFINITIONS:**

- A. Alternate Work Location – A work site other than the employee’s usual and customary worksite or Official Work Location, usually the teleworker’s home.
- B. Eligible Employee – an employee in a job classification identified as suitable for telework by the manager/supervisor and director and approved by the respective Chief, in collaboration with the Chief Human Resources Officer (CHRO), as needed.
- C. Episodic Telework - Telework permitted to allow the employee a specific number of days to complete special work assignments or time sensitive projects. Episodic Telework is limited to three (3) days per special assignment or project. Employees approved for Telework are not eligible for episodic telework.
- D. Exempt Employees – Positions of an executive, administrative, or professional capacity, which are not subject to the overtime provisions of federal and/or state laws governing overtime.
- E. Non-Exempt Employees – Position classifications, which are subject to the overtime provisions of federal and/or state laws governing overtime
- D. Official Work Location –The teleworker’s usual and customary work site.
- E. Teleworker – A person who, for at least one (1) day per week is permitted to work from an Alternate Work Location. No employee shall be permitted to telework more than three (3) days per week.
- F. Teleworking – The performance of the essential functions of one’s job description at an Alternate Work Location.



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- G. Telework Schedule - Telework may occur on either a regular schedule of one (1), two (2) or three (3) days per week or on an episodic schedule.

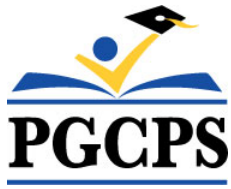
III. **PROCEDURES:**

A. **General Statements**

1. Teleworking at PGCPS is a management option and not an employee right. PGCPS may allow an employee to telework if the duties and responsibilities of the eligible position are suitable, and if the schedule fits the needs of management.
2. An employee's participation in PGCPS's teleworking program is voluntary.
3. Employees permitted to telework are required to attend meetings in person when directed by their manager/supervisor and director.
4. No expense will be paid for teleworking to and from the employee's official work location. Employees who participate in this voluntary program must cover all the expenses associated with travel to and from the official work place.
5. An employee's participation in this program can be discontinued by the employee or manager/supervisor and director at any time.
6. Teleworking is not a substitute for child or dependent care. The teleworker must continue to make arrangements for child or dependent care to the same extent as if the teleworker was working at the official work location.
7. Teleworking may not be used as a substitute for leave usage.

B. **Eligibility Requirements for Teleworking**

1. The respective manager/supervisor and director will identify the job classes or positions with duties or assignments recommended for teleworking. The recommendations must be approved by the respective chief who may consult with the CHRO.



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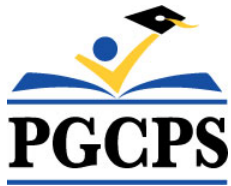
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See Attachment 4 for a copy of the form to be completed and maintained by the respective manager/supervisor and director for approved telework positions.

2. When schools are in session, telework (unless episodic and/or approved by Division Chief) is not permissible.
3. To be eligible to apply for teleworking, an employee should have satisfactorily completed the 90-day probationary employment period with PGCPS. This requirement may be waived at the discretion of the CEO.
4. Any employee who has been formally disciplined, in writing, within the preceding six (6) months is not eligible for telework.
5. Each Chief may designate one (1) day per week that all employees within their division or a department will report at the Official Work Location.
6. The following shall be considered when reviewing Telework requests and determining the number of days each respective employee will be permitted to telework:
 - a. The employee's desire to telework;
 - b. The employee's history of work performance;
 - c. Whether the office will be able to continue to meet its workload requirements. The amount and quality of work should not be reduced by granting telework to the employee;
 - d. The employee's demonstrated ability to work effectively and independently in accomplishing work assignments;
 - e. Whether the employee will have access to necessary and required information and technology systems from the alternate work location;
 - f. If the employee's job responsibilities requires close supervision or face-to-face interaction with co-workers or other stakeholders to complete assignments;



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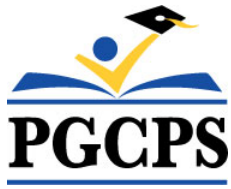
- g. The nature of the work performed and the work product required;
 - h. The suitability of the off-site location and the tools necessary to perform the work including but not limited to: computer, desk, telephone, and designated work area; and
 - i. The need to ensure adequate coverage during normal business hours.
7. All standards of conduct applying to the employee while assigned at the employee's official work location extend to the alternate work location.
 8. Employees must be accessible by telephone and email during telework hours. Employees shall be available for on-line meetings, conference calls, training and other activities required by manager/supervisor and director.
 9. Employees and their supervisor must maintain regular contact to ensure the approval of teleworking does not result in increased overtime/compensatory leave expenditures. Existing rules regarding regular breaks and lunch will apply. Employees cannot save break time, nor lunch time, in order to stop work prior to the scheduled end time.
 10. Any and all overtime must be pre-approved in writing by the employee's manager/supervisor and director.

C. Application for Teleworking

1. An eligible employee shall complete an annual Application for teleworking for each fiscal year and submit the request to his or her manager/supervisor and director and respective Chief for approval.

The Application process shall be as follows:

- a. The employee submits the PGCPS Teleworking Agreement, and Alternate Workplace Safety and Orientation Checklist (Attachments 1 and 2) to the manager/supervisor and director for approval and signature.



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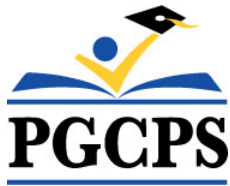
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- b. Upon signature, the manager/supervisor and director submits the forms to the Division Chief for review and approval.
 - c. Requests for Episodic Telework must be submitted three (3) work days prior to the day(s) that telework is requested. A Work Plan must be submitted with the request.
 2. Requests for teleworking will be considered on an individual basis to determine if the employee has the necessary skills and abilities to be a teleworker and if the duties, or a portion of the duties, of the employee's position can be adequately performed by teleworking.
 3. The Division Chief must approve the request prior to the employee beginning to telework.
 4. Before allowing an employee to telework, the employee's manager/supervisor and director shall review with the employee the following:
 - a. The PGCPS Teleworking Agreement (Attachment 1)
 - b. Alternate Workplace Safety and Orientation Checklist (Attachment 2); and
 - c. The Teleworker Work Plan (Attachment 3) (if applicable).
 5. Upon approval, the employee agrees to follow all requirements of PGCPS's Teleworking Procedure, the Employee's Code of Conduct and any additional requirements agreed upon by PGCPS and the employee.
- D. **Conditions of Teleworking**
 1. The employee's duties, responsibilities, and conditions of employment remain the same as if the employee were working at PGCPS's official work location. The employee will continue to comply with Federal and State laws and regulations, as well as PGCPS policies and procedures, while working at the alternate work location.
 2. Teleworking will not adversely affect an employee's eligibility for advancement or any other employee right or benefit. An employee will receive all eligible pay, leave and employee benefits as if all



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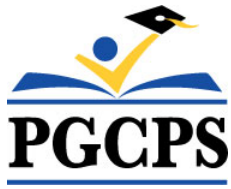
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duties were being performed at the employee's official work location.

3. Work hours and leave benefits will not change as a result of teleworking. Requests to use sick, annual, or other leave must be approved by PGCPS in the same manner as when the employee was working at the employee's official work location.

In addition, unless designated as emergency personnel, an employee is not expected to telework when a Code Yellow or Code Red alert has been issued and school system offices are closed.

4. Managers/Supervisors have authority to revise an employee's telework schedule to meet the needs of the office or district.
5. The employee agrees to designate a separate workspace in the alternate work location for the purposes of teleworking and will maintain this area in a safe condition, free from hazards and other dangers to the employee and PGCPS's equipment. To ensure the safety of the workspace, the employee agrees to complete and return to PGCPS the Alternate Workplace Safety and Orientation Checklist (Attachment 2) which will certify the employee's alternate workspace complies with health and safety requirements.
6. The employee must submit this checklist to the manager/supervisor and director for approval before he/she may begin to telework. Failure to maintain a safe work environment is grounds for terminating participation in the teleworking program.
7. The employee agrees that PGCPS shall have reasonable access to the workspace for the purposes of inspection of the site and retrieval of PGCPS owned property. The employee may also be asked to provide a current photo of the workspace, in order to ensure that it meets the telework requirements.
8. The alternate work location is considered an extension of the employee's official work location; therefore, workers' compensation will continue to exist for the employee when performing official work duties in the defined workspace during approved teleworking hours. The teleworker, or someone acting on the teleworker's behalf, shall immediately notify the teleworker's manager/supervisor and director of any accident or injury that occurs at the alternate work location.



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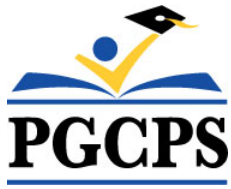
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9. PGCPS may provide all or part of the equipment necessary for accomplishing work assignments and the employee must complete an Employee Equipment Agreement form. See attachment #2 of the [Public Property Control Manual](#). The use of equipment, software, data and supplies, if provided, is limited to use by the employee and for purposes related to the performance of PGCPS business. The employee must protect school system equipment from damage and theft. The employee can be held responsible for the cost of repair or replacement of the equipment resulting from their negligence. PGCPS equipment provided to an employee shall remain the property of PGCPS and shall be returned to PGCPS upon the termination of the employee's participation in the telework program.
10. PGCPS will not cover the cost of installation, repair, or maintenance of school system owned equipment at the alternate work location. The employee must notify his or her manager/supervisor and director immediately following a malfunction of school system owned equipment. PGCPS is not responsible for repairs and the routine maintenance of the employee's personal or real property while they're working at the approved alternate work location.
11. PGCPS's security controls and conditions for use of the PGCPS-owned equipment for the official work location will also apply to alternate work locations. The employee will return all PGCPS equipment, files, and documents to PGCPS immediately upon termination of teleworking or of the employee's employment.
12. All official school records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the official work location. The employee must exercise the same precaution in protecting, shredding or disposing of sensitive data in both printed and electronic formats.
13. No employee engaged in teleworking will be allowed to conduct face-to-face, PGCPS-related business at his or her home office, except through electronic means. An employee understands that they will be liable for injuries or damages to the person or property of third parties or any members of the employee's family in the alternate work location.



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14. PGCPS will not cover the employee's additional home utility expenses or administrative costs, including telephone service, VoIP, cable or internet access, modem fees, long distance charges, printing paper, cartridges or other office supplies, etc.
15. The employee must agree to operate under the Teleworking Agreement or it will be terminated.

E. **Termination of Teleworking**

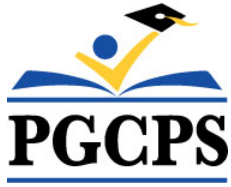
1. PGCPS may terminate the Teleworking Agreement at any time with or without cause, and this determination is final in terms of administrative review.
2. Depending on the circumstances, an employee's violation of the Teleworking Agreement may result in disciplinary action.

IV. **MONITORING AND COMPLIANCE**

1. The Chief Executive Officer and Chief Human Resources Officer shall be provided with a list of those employee approved for telework or episodic telework on July 31 and December 31 of each fiscal year.
2. Managers/Supervisors will assign and evaluate appropriate work performed away from the official duty location.
3. Employees shall provide Teleworker Work Plan(s) (Attachment 3) upon request.

V. **RELATED PROCEDURES:**

Administrative Procedure 0700, Information Technology Services-Acceptable Usage Guidelines;
Administrative Procedure 0701, Information Technology Services-Google Application Procedures;
Administrative Procedure 0705, Informational Technology Services-Remote Access Procedures;
Administrative Procedure 2565.1, Employee Attendance During Inclement Weather and Other Emergency Conditions;
Administrative Procedure 2805.3, Employee Accident Reporting and Record Keeping;



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Administrative Procedure 3050, Confidential Data and Personally Identifiable Information (PII);
Administrative Procedure 4126, Employee Use of Social Media; and
Administrative Procedure 4148, Compensatory Time-Off and Overtime Pay for Non-Exempt Employees.

- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Human Resources Officer and will be updated as needed.
- VII. **CANCELLATIONS AND SUPERSEDES:** This procedure cancels and supersedes the version dated October 23, 2019.
- VIII. **EFFECTIVE DATE:** July 1, 2021

Attachments:

1. PGCPS Teleworking Agreement
2. Alternate Workplace Safety and Orientation Checklist
3. Teleworker Work Plan
- 4A. Positions Authorized to Telework
- 4B. Positions Authorized for Episodic Telework
5. Examples of Possible Telework Tasks