Series 4000: District Employment

4200 Employee Conduct and Ethics

4225 Temporary Remote Work

The Board recognizes that in-person work is an essential function of school employment. The Superintendent or designee may, however, permit certain employee positions to work remotely on a temporary basis during a health or safety risk declared by a local, State, or federal governmental authority or in other extraordinary circumstances.

A. When determining whether to permit a position to work remotely in an extraordinary circumstance, the Superintendent or designee may consider the following factors:

   1. The duties of the position;

   2. The need to protect and access confidential student, personnel, and financial information;

   3. The need to supervise, direct, or evaluate students or personnel;

   4. The need to provide direct, physical services to students such as speech, physical, or occupational therapy;

   5. Working conditions outlined in the applicable collective bargaining agreement; and

   6. Other relevant factors as determined by the Superintendent or designee.

B. If the District is providing in-person instruction, the following employees may not work remotely, unless required pursuant to Paragraph C below:

   1. Professional Staff;

   2. Administrators/Supervisors;

   3. Bus drivers;

   4. Secretaries;

   5. Food service employees;

   6. Custodians;

   7. School nurses;

   8. Daycare workers; and

   9. Paraprofessionals.

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C. Notwithstanding anything to the contrary in this Policy, an employee with a disability may request remote work as a reasonable accommodation under Policy 4105.

   Granting a request to perform work remotely shall be considered temporary and does not obligate the District to grant remote work as a continuing reasonable accommodation.

D. This Policy shall not limit the District's ability to determine the method of instruction to students or to provide instruction in the best interest of its students. The Board has the authority to determine whether students will receive instruction in-person, remotely, or through an alternative method.

Legal authority: MCL 380.11a(3); 42 USC § 12101 et seq.

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Date revised:

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