

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: EDC-RA, GAA, IGS, IGT-RA
Responsible Office: Human Resources

Teleworking

I. PURPOSE

Montgomery County Public Schools (MCPS) supports teleworking as an effective way to improve employee productivity, reduce the amount of time employees spend commuting to and from work, ease traffic congestion, reduce the environmental impact of car emissions, and promote a balance between home and work.

II. BACKGROUND

As technological capabilities have increased, the possibilities for working from remote locations have increased. Teleworking can increase employee productivity when there is a beneficial match between the needs of MCPS and the employee. Teleworking has the possibility to contribute to a more effective workforce when a balance between home and work is promoted.

III. DEFINITIONS

- A. *Teleworking, or telecommuting*, is the practice of working from a remote work place, such as home or an approved alternate location, instead of commuting to a designated office.
- B. *Designated office* is the employee's usual and customary MCPS work address.
- C. An *approved telework position* is an existing position class that has been approved for teleworking by the chief operating officer. The duties and responsibilities of eligible positions shall be suitable for telework. Individual telework schedules must fit the needs of managers and employees.
- D. *Teleworking schedule* is a flexible deployment of staff to meet MCPS and employee needs. Telework may occur on either a regular schedule (one or more days each week) or episodic schedule (occurring intermittently each month). Teleworking may be less than full-time, supplemented by working at the designated office.

- E. *Telework locations* include the following examples:
1. *Homebased* is identified as an area in an employee's residence used for work during teleworking hours.
 2. *Approved alternate location* is identified as working in a location approved by MCPS that is not the employee's designated office or residence.

III. PROCEDURES

A. Identification of Approved Telework Positions

1. Each June, the superintendent or his/her designee, deputy superintendents, chief school performance officer, associate and community superintendents, and department directors submit to the associate superintendent, Office of Human Resources, positions proposed for telework. The list of proposed positions shall include the following:
 - a. Current approved telework positions that are recommended for continued approval for telework
 - b. Additional positions that are recommended for approval for telework
 - c. Current approved telework positions that are not recommended for continued approval for telework
2. Each written request must include the current position classification, title, the name(s) of incumbents, the name of immediate supervisor, and work location(s), and signatures of the immediate supervisor, appropriate director/associate superintendent, and appropriate deputy superintendent or chief operating officer.
3. The associate superintendent, Office of Human Resources, consolidates the requests and submits recommendations to the chief operating officer for approval. The associate superintendent, Office of Human Resources, notifies those submitting requests of the decision.

B. Identification of Employees for Telework

Managers, supervisors, and employees will work together to evaluate individual jobs and individual employees based on all of the following factors:

1. The employee's desire to telework
 2. The employee's history of work performance
 3. The employee's demonstration of an ability to work effectively and independently
 4. The nature of the work performed and the work products required
 5. The tools necessary to perform the work
 6. Scheduling issues
 7. The off-site job location
 8. Ability to manage work hours and employee expenses
 9. The employee is currently in a position approved for telework
- C. Teleworking Compensation, Job Classification, and Employee Duties and Responsibilities

All applicable federal, state, and local laws, and MCPS policies apply to teleworkers.

D. Telework Agreements

1. Teleworking at MCPS is a management option, not an employee right. It is a voluntary option extended to employees with the clear understanding that every job and every employee may not be adaptable for remote work. Telework is not an option that an employee can demand or has a right to expect. It is, instead, an option that management uses whenever there is agreement between the employee and the appropriate director/associate superintendent that it is most appropriate for the situation and circumstances.
2. This is a voluntary program both for MCPS and the employee, and the arrangement can be terminated by either party.
3. The associate superintendent, Office of Human Resources, shall send a Telework Application and Telework Agreement form to the supervisor of the approved employee. The employee shall complete the application and Telework Agreement form and obtain the approval and signatures of the immediate supervisor, appropriate director/associate superintendent, and

appropriate deputy superintendent or chief operating officer. The completed Telework Agreement form shall be sent to the associate superintendent, Office of Human Resources.

4. Employees in approved telework positions who are requesting approval to continue teleworking shall complete a new Telework Agreement form each year after being notified that the position has been approved for telework.

E. Training

Teleworkers and their supervisors will participate in specialized telework training, including strategies, expectations, commitment, and logistics.

F. Authorized Expenses

Managers or their designees may authorize expenditures using established procedures and based on available funding for office equipment, software, communication devices, including long distance charges related to MCPS business and office supplies needed by teleworkers at their remote work place.

G. User Responsibilities for Computer Systems and Network Security

MCPS retains ownership of all equipment provided for telework. When MCPS equipment is used at a remote work place, the employee is financially responsible for that equipment if it is lost, stolen, or damaged because of that employee's negligence, misuse, or abuse in accordance with Regulation IGT-RA. The use of any personal equipment by the employee for purposes of telework is done solely at the employee's risk.

Teleworkers must protect information and resources against theft, unauthorized access, tampering, and loss in accordance with Regulation IGT-RA: *User Responsibilities for Computer Systems and Network Security*.

Regulation History: New Regulation August 23, 2006