



## Remote Work Standards – COVID-19

Waco ISD is committed to the safety of our staff, students and community during this public health challenge presented by COVID-19. This extends to ensuring District employees may work from home. Remote working (also known as telecommuting) arrangements are not new, but because they may be unfamiliar to our employees and supervisors, this resource has been developed to help you navigate our work environment during school closures.

### All Staff

- Remain available for virtual work meetings and be flexible in responding to your supervisor in a timely manner.
- Review and respond timely to district correspondence during regular working hours.
- Employees may be asked to be available to report for onsite duties if needed during the closure:
  - If you are unable to report to your worksite (physical worksite or remote) during your regularly scheduled working hours, please notify your supervisor in advance.
  - Staff should enter these absences into TEAMS and follow all current absence reporting and leave policies
  - For any issues with entering an absence into TEAMS, reach out to Mandy Moss at [mandy.moss@wacoisd.org](mailto:mandy.moss@wacoisd.org)
- If you have a need to report physically to work (for meetings, cleaning, materials pick up, meal pick up, etc.), please practice all [CDC workplace and school guidelines](#). Be sure to avoid large-group gatherings and maintain appropriate social distancing. Please stay home and rest if you are sick.
- If you have any concerns about working at the physical worksite when necessary, please discuss your concerns with your supervisor immediately.
- Continue to maintain student confidentiality and professional communications with students, staff, and community members in all work related interactions.

## Exempt Staff

- Be available for remote or virtual staff and planning meetings during regular working hours. It may be necessary, at times, to be available for instructional questions from students and parents after regular work hours.
- Be available by phone, email, or video conferencing to confer with district personnel, students, and/or parents during your regularly scheduled working hours as set by your Principal/Supervisor.
- Communicate with students or parents on a regular basis as directed by your Principal/Supervisor to ensure that weekly instructional plans are effectively communicated and monitored to ensure student progress.
- Implement distance learning plan at the guidance of the Curriculum and Instruction Department and campus principals.
- Monitor and respond to district correspondence regularly during normal working hours.
- Report to your direct supervisor if you or your family members are ill and you are unable to complete remote learning needs so that your work duties can be covered.

## Hourly Staff (Including Custodial, Maintenance, and Child Nutrition)

- Monitor and respond to district correspondence regularly during normal working hours.
- Be available to campus/department supervisors to reach you if there is a need for you to complete tasks either on-site or remotely; if you have a need to report to the campus/department, please share this with your direct supervisor for guidance.
- Hours worked **should not** exceed 40 hours per week. Employees must have specific and prior approval to work any hours over 40 hours. When working at the physical worksite, please use the time clock to record your time. Payroll has created additional time clock function codes in order to track the premium costs for employees working at the physical worksite. If you need guidance on using functions, please contact your campus/department timekeeper or the payroll department.
- If the duties associated with your regular position involve working directly with students, you may be asked to assist with other tasks to support remote learning; including assisting teachers with online learning or reaching out to students and families as requested by your Principal.
- Report to your direct supervisor if you or your family members are ill and unable to complete your on-site or remote work so that your work duties can be covered.