



THE SCHOOL DISTRICT OF LEE COUNTY

2855 Colonial Boulevard, Fort Myers, FL 33966

Guidelines and Expectations for Working Remotely

- 1) The employee will remain accessible and productive during scheduled work hours.
- 2) Nonexempt employees must obtain supervisor approval prior to working overtime hours.
- 3) If an employee needs to visit a worksite, or if an administrator needs to speak to the employee in person, the employee and administrator will decide on a mutually agreed upon date and time.
- 4) All employees must sign on to the Lee Clock each day to verify attendance. This is necessary for emergency funding and accountability. The employee will communicate regularly with his or her supervisor and co-workers, which may include a report of activities performed.
- 5) The employee will comply with all School District of Lee County rules, policies, practices and instructions that would apply if the employee were working at the District's work location; including ensuring the protection of District and student information accessible from their home/remote location.
- 6) All employees are to adhere to the [Principles of Professional Conduct](#), [Board Policy 5.26](#) and [TALC](#) and [SPALC](#) Collective Bargaining Agreements.
- 7) The employee will maintain satisfactory performance standards.
- 8) The employee will maintain a safe and secure work environment at all times.
- 9) The employee agrees that School District of Lee County equipment will not be used by anyone other than the employee and only for school/business-related work.
- 10) The employee will not make any changes to security or administrative settings on School District of Lee County equipment.
- 11) The employee understands that all tools and resources provided by the District shall remain the property of the District at all times.
- 12) The employee agrees to protect District tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.
- 13) The employee agrees to comply with the District's policies and expectations regarding information security.
- 14) The employee will be expected to ensure the protection of information accessible from their remote work location.
- 15) Employees needing to take leave will need to submit your leave as normal. If it is not possible to follow the normal procedure, employees should work directly with their administrator.



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- 16) Employees working from home must access your school/district voice mail once a day and return any phone calls. Directions for retrieving phone messages remotely will be provided. Directions for using Google Voice, which masks the device, will also be provided.
- 17) Administratively called virtual meetings, if any, will take place no more than two (2) per month, as specified in existing contract language.
- 18) PLCs, if conducted, will begin the week of April 6, 2020. They should be held no more than once a week, no more than 30 minutes in length, scheduled by teachers, and occur virtually by grade level or department. Department/grade level chairs will make administrators aware of PLC schedules.
- 19) Employees should use District email for all email correspondence. Do not use personal email. Remember that all communication is considered a public record. There is no expectation or requirement to use your personal electronic devices.

Grace and compassion will be exercised, and consideration given to any impact made to individuals' personal obligations.