

**CLASSIFICATION: All Personnel****ADOPTED: 8/12/20****REVISED:****SUBJECT: Telecommuting****PAGE: 1 of 2**

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Telecommuting may pose advantages for both the San Diego County Office of Education (SDCOE) and its employees, such as increased productivity and performance, relief of on-campus space constraints, cost reduction, environmental sustainability, greater work-life balance, and in some instances, crisis response.

SDCOE recognizes that the current state of technology allows individuals to work effectively from home or at other alternative locations under specific circumstances (“telecommuting”).

Telecommuting may be allowed on a discretionary basis and is entirely voluntary. Either a department or employee may request a full-time, part-time, or short-term remote work arrangement. The county superintendent of schools or designee shall make the determination that telecommuting is suitable for the position, the employee has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder SDCOE operations prior to entering into any telecommuting agreement. Except in an emergency situation, a department may not require an employee to telecommute and an employee does not have a right to telecommute. Telecommuting is not a benefit of employment and may be terminated at any time in accordance with the administrative regulations established for telecommuting.

Employees approved to telecommute shall comply with SDCOE policies, administrative regulations, work schedules, and job assignments. Except when specifically agreed, approval of a telecommuting arrangement shall not change the compensation, benefits, or other terms of conditions of employment of an employee.

Work done at an alternative work location or home office is considered official public business. SDCOE records and communications shall be retained and safeguarded against damage or loss, and shall be kept confidential and only made accessible to the public in accordance with law. Telecommuting arrangements may be discontinued at any time at the discretion of the county superintendent of schools or designee.

The county superintendent of schools shall maintain an administrative regulation that addresses the procedures for telecommuting by his/her employees. The county superintendent of schools shall require that employees read and sign a *Telecommuting Work Plan Agreement* prior to, and as a condition of, authorization to work remotely.

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Emergencies

The governing board recognizes that working remotely at home or at another alternative location may be necessary at times when widespread illness, natural disaster, or other emergency condition makes the school or worksite unsafe or otherwise interrupts SDCOE's ability to effectively conduct operations at the school or worksite. The county superintendent of schools may designate employees to work remotely.

**Board Policy: 3600, 4020, 4021, 4025**

**Administrative Regulation: 3600, 4020, 4021, 4203, 4304**

**Derivation: Adopted 8/12/20.**

**Legal Reference: Government Code  
6250-6270, 12900-12996  
Labor Code  
226.7, 6400, 6401  
United States Code, Title 20  
12101-12213**

**Management Resources:**

**Websites: California Department of Industrial Relations: <http://www.dir.ca.gov>**