
REMOTE WORK POLICY

Pathways Academy Adult Education (“PAAE” or “Charter School”) is a remote workplace that requires in-person attendance from time-to-time. This is stated in an employee’s Job Description. Employees must adhere to all policies and procedures regardless of their remote work status.

DEFINITIONS

Remote work, working remotely, telework, telecommute, or work-from-home are defined as any work arrangement that allows employees to work outside of a primary worksite at an alternate location.

REMOTE WORK POLICY

Employees who work remotely are expected to maintain normal productivity and performance as if they were conducting business onsite. They may not carry out work for anyone other than PAAE during working time. Employees must use approved time off for absences. Employees must accommodate themselves for any of the following, but not limited to, on-site meetings, conferences, retreats, state testing, team-building days, and/or training.

AVAILABILITY AND COMMUNICATIONS

- Employees must be available to take work-related calls and attend meetings as needed with minimum disruption, during business hours. Normal business hours are as follows:
 - Full-time employee = 8:00am - 4:30pm
 - Part-time employee = 10:00am - 2:00pm
- While working remotely, employees are expected to be available and communicative during these business hours.

WORKSPACE

- Employees should establish a workspace that is safe and conducive to conducting day-to-day business. Employees are responsible for maintaining adequate and reliable internet service regardless of where they sit.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- PAAE issues all employees with all reasonably necessary equipment and software licenses to do their job effectively.

EQUIPMENT

The Executive Director or their designee will determine and approve, with information supplied by the employee and the supervisor, the appropriate equipment needed for each employee. Equipment supplied by PAAE will be maintained by PAAE. Equipment supplied by the employee, if deemed appropriate by PAAE, will be maintained by the employee. PAAE accepts no responsibility for damage or repairs to employee-owned equipment. PAAE reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by PAAE is to be used for business purposes only. The employee must sign an

REMOTE WORK POLICY

inventory of all PAAE property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all PAAE property will be returned, unless other arrangements have been made in writing.

Employees are responsible for maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner. Employees must have access to a safe workspace to perform work without incurring any expenses for such workspace. PAAE does not require employees to purchase any additional equipment or supplies in order to work remotely.

PAAE will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed reasonably necessary. Employees will be reimbursed for necessary business-related expenses that are reasonably incurred in carrying out the employee's job. Employees should generally seek pre-approval from the Executive Director prior to incurring business-related expenses.

VIRTUAL MEETINGS

- While distractions are sometimes unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during group video or audio conferencing unless you are speaking.
- Turning on video is required. We understand there may be rare occasions where you are unable to utilize your video, however, this should be the exception rather than the norm.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use judgment and discretion. We are a business casual environment.
- Avoid multitasking. Give your full attention to the meeting as if you were face to face.

TIMEKEEPING

- Hourly employees must accurately record all working time and may not work “off the clock.”
- Hourly employees must use timesheets approved by PAAE and are required to log out for lunch as required by PAAE policy and applicable law.

CONFIDENTIALITY

PAAE employees must adhere to policies as they relate to client and proprietary information even while working remotely. Employees agree to maintain confidentiality and keep passwords and other information safe at their remote work area.

SECURITY

Remote employees will be expected to ensure the protection of proprietary information accessible from their home office. Steps include the use of regular password maintenance and any other measures appropriate for the job and the environment.

REMOTE WORK POLICY

WORKERS COMPENSATION

In the event of a job-related injury, employees should report the incident to their direct supervisor as soon as possible. Note that workers' compensation does not apply to injuries to any third parties or members of Employee's family on Employee's premises. Furthermore, workers' compensation does not apply to injuries incurred outside of working hours/outside of the remote workspace.

CALIFORNIA IN-STATE RESIDENCE

All employees are required to reside within the state of California for the entirety of their employment with PAAE. Employees must maintain a permanent address in California and work from that location, unless otherwise pre-approved in writing by the Executive Director (i.e., conducting some work while travelling out of state for vacation on a temporary basis). Employees must provide PAAE with their residence address and notify Human Resources within ten (10) days of any move.

Remote employees must notify the Executive Director and the Human Resources department if they intend to move outside of California during their employment. If an employee moves outside of California without prior approval, PAAE reserves the right to reconsider the employee's eligibility for remote work, adjust compensation based on geographic location, or take further corrective action as necessary, including and up to termination of employment.

Employee Acknowledgement

I acknowledge that I have received and understand the provisions of the Remote Work Policy. I also understand that this policy is not intended to be an all-inclusive list of duties and is subject to change to meet the needs of the business.

Employee Signature

Printed Name

Date