

10. Employees working from home are covered under the workers' compensation law for injuries occurring in the course and arising during the performance of their duties at their designated office or remote workplace. The supervisor and employee are required to follow the Board's procedure regarding the reporting of injuries for employees injured while at work.
11. Employees are responsible for furniture, heating, lighting, and internet technology. A laptop will be provided by the board for those employees that are approved to telecommute and are not assigned a surface pro as part of their essential job functions. If the employee uses his/her high-speed internet connection at home, it must be a password secured connection. The Board will not be liable for damages to an employee's personal or real property during performance of official duties in the employee's residence.

This telecommuting arrangement does not change the basic terms and conditions of employment, including rate of pay and benefits. Employees shall comply with all Board policies, procedures and performance standards.

Employees shall not work for other employers during work hours for which the employee is compensated for telework.

Departments may have addendums to address their specific telecommuting needs.

The Board retains the right to investigate alleged abuse of this telecommuting procedure. Failure to comply with any aspect of this procedure may result in disciplinary action.

Disclaimer: The Superintendent reserves the right to make amendments as needed to this procedure which will be effective immediately.

References: Ohio Law - Section 1737.30
ORC 5123:1-2

Policies: 01-ALL-ALL-2017

Procedures: 02-ALL-ALL-0845 (CP), 02-ALL-ALL-0580 (CP), 02-ALL-ALL-0846 (CP), 02-ALL-ALL-0871,
02-ALL-ALL 0190 (HR)

Forms: 03-ALL-ALL-1010