

Human Resources and Personnel

The Montana School for the Deaf and the Blind has adopted the protocols outlined in this policy to govern during the term of the declared public health emergency to ensure clear expectations for District staff while completing their duties in a safe and healthy workplace. The supervising teacher, principal, superintendent or designated personnel are authorized to implement this policy.

Work Schedule and Assignment for Certified Staff

The working conditions for the certified staff shall be governed by a Collective Bargaining Agreement and any applicable Memorandum of Understanding between the Unit and the Montana School for the Deaf and the Blind or the individual employment contracts between the employee and Montana School for the Deaf and the Blind. Certified staff shall comply with the emergency policies adopted by the Board of Public Education and related directives from the administration unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that specifically governs instead of the policy.

Work Schedule and Assignment of Duties for Classified Staff

The working conditions for classified staff are governed by a Collective Bargaining Agreement or any applicable Memorandum of Understanding between the Unit and Montana School for the Deaf and the Blind. Classified staff shall comply with the emergency policies adopted by the Board of Public Education and related directives from the administration unless there is a provision of a Collective Bargaining Agreement or an applicable Memorandum of Understanding that that specifically governs instead of policy.

Personal Conduct

This policy in no way limits or adjusts the Montana School for the Deaf and the Blind expectations for staff conduct. All applicable the Montana School for the Deaf and the Blind policies and handbook provision governing staff conduct remain in full effect.

Student Services

Students shall have access to regular instructional services whether their instruction is provided in an onsite, offsite, or online setting. Staff shall promptly report any suspected violation of the Montana School for the Deaf and the Blind Policy or concern about student health, well-being, or safety to their supervisor for review and referral. Students receiving instruction in an offsite or online setting are governed by all applicable laws, including the staff obligation to report suspected child abuse or neglect.

Compensation and Benefits

Staff shall continue to earn regular compensation and benefits during the period of declared public health emergency. Payroll dates and schedules are not affected by an applicable public health emergency.

Evaluation of Staff

The Board of Public Education authorizes the administration to adjust or waive the schedule for evaluation of staff to accommodate the changes to the school calendar in response to a public health emergency unless there is a Collective Bargaining Agreement or Memorandum of

Understanding specifying the evaluation process of a member of a bargaining unit.

Cross Reference:       Policy 1905 – Student, Staff and Community Health and Safety  
                              Policy 1906 – Student Instruction  
                              Policy 5140 – Classified Assignment  
                              Policy 5210 – Assignments and Transfers  
                              Policy 5221 – Work Day  
                              Policy 5232 – Abused and Neglected Child Reporting  
                              Policy 5255 – Disciplinary Action  
                              Policy 5223 – Personal Conduct  
                              Policy 5012 – Sexual Harassment  
                              Policy 5015 – Bullying and Intimidation  
                              Policy 5130 – Staff Health  
                              Policy 5230 – Prevention of Disease Transmission  
                              Policy 5222 – Evaluation of Certified and Classified Staff

Policy History:

Adopted on:    11/18/2021

Reviewed on:

Revised on:

Terminated on:

Administrative Procedures for Employee Telework

1. The Montana School for the Deaf and the Blind recognizes telecommuting as a voluntary work plan, agreed upon between the Montana School for the Deaf and the Blind, and the employee, in which the employee works at an alternative worksite on a regular basis on a specified schedule.
2. Telecommuting is an accommodation and not a Montana School for the Deaf and the Blind -wide benefit; and it in no way changes the terms and conditions of employment.
3. Not all the Montana School for the Deaf and the Blind jobs are suitable for telecommuting/teleworking.
4. The supervisor, in consultation with the Superintendent, will approve or deny telecommuting requests after considering several factors, including, but not limited to:
  - a. Is the position suitable for telecommuting?
  - b. Does the employee consistently demonstrate work habits that are well-suited to telecommuting, including, but not limited to self-motivation, self-discipline, the ability to work independently; a demonstrated commitment to effective use of technology; and a demonstrated record of meeting established performance expectations?
  - c. Does the telework plan meet the needs of students and serve the Montana School for the Deaf and the Blind's business and operational needs?
  - d. Has the employee identified a sufficient basis to require an accommodation through a telework plan?
  - e. Does the employee demonstrate a commitment to and assurance of providing students and colleagues with reliable, high quality and efficient/timely service, commensurate with the Montana School for the Deaf and the Blind strategic plan?
  - f. Does the employee have a plan for overcoming any potential loss of impact on and benefit from personal interactions with colleagues and students?
  - g. Does the employee have a plan for addressing equity and adequacy of workloads among colleagues?
5. The employment relationship for an employee telecommuting stays the same as for employees not working from an alternative worksite. Compensation does not change, and employees are expected to follow all existing job requirements, the Montana School for the Deaf and the Blind policies, guidelines and expectations that are in effect in the main office. In addition, the employee shall honor the following guidelines:
  - a. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved.
  - b. Promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
  - c. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor or executive director.
  - d. Identify an alternative worksite or telework location and assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.
  - e. Use, exclusively, the computer and software provided and configured with security software by the Montana School for the Deaf and the Blind
  - f. Have adequate dependent care arrangements in place to ensure the employee's ability to telework.
  - g. Report, at once, to their supervisor any injury that occurs at the alternative site during work hours.
  - h. Refrain from having in-person meetings or instruction at the alternative worksite unless pre-approved by their supervisor.

6. Supervisors will regularly check employee compliance with the telework agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability.
7. Telework plans are subject to change at the discretion of the Montana School for the Deaf and the Blind.

**MONTANA SCHOOL FOR THE DEAF AND THE BLIND  
EMPLOYEE REQUEST FORM - TELEWORK**

1909F

Employees may be eligible for temporary telework accommodation. Employees can complete this form and submit it or any questions to the superintendent.

Employee Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Anticipated Begin Date of Telework: \_\_\_\_\_ Expected End Date of Telework: \_\_\_\_\_

**EMPLOYEE REQUEST FOR TELEWORK ACCOMMODATION**

Montana School for the Deaf and the Blind recognizes teleworking as a voluntary work plan, agreed upon between the Montana School for the Deaf and the Blind, and the employee, in which the employee works at an alternative worksite on a regular basis on a specified schedule. Teleworking is an accommodation, not a Montana School for the Deaf and the Blind-wide benefit; and it in no way changes the terms and conditions of employment. Not all Montana School for the Deaf and the Blind jobs are suitable for teleworking.

I am requesting the accommodation to telework for the following reason(s):

*Please attach applicable documentation if appropriate*

**INFORMATION REGARDING EMPLOYEE REQUEST FOR TELECOMMUTING**

The employment relationship for an employee teleworking stays the same as for employees not working from an alternative worksite. Compensation does not change, and employees are expected to follow all existing job requirements, Montana School for the Deaf and the Blind policies, guidelines and expectations that are in effect in the Montana School for the Deaf and the Blind. In addition, the employee shall honor the following guidelines:

- a. Be available by phone and e-mail during normal work hours. Absences (including unavailability during work hours) must be pre-approved.
- b. Promptly notify the supervisor when unable to perform work assignments due to illness, equipment failure, or other unforeseen circumstances.
- c. Alter their schedule to attend mandatory meetings or other situations needing a physical presence and/or as needed by the supervisor or executive director.
- d. Identify a primary telework or alternative work site and assure the alternative worksite is adequate and safe and has sufficient phone service; a secure internet connection with enough speed to perform work; and that confidential information will be safeguarded.
- e. Use, exclusively, the computer and software provided and configured with security software by the Montana School for the Deaf and the Blind.
- f. Have adequate dependent care arrangements in place to ensure the employee's ability to telecommute.
- g. Report, at once, to their supervisor any injury that occurs at the alternative site during work hours.
- h. Refrain from having in-person meetings or instruction at the alternative worksite unless preapproved by their supervisor.

**EMPLOYEE CERTIFICATION AND SIGNATURE**

I certify that the above information is accurate and complete. I understand that if I fail to report for work at my normally scheduled job site on or before the scheduled return date indicated above or fail to communicate changes in the schedule with my supervisor, I may be subject to discipline in accordance with Montana School for the Deaf and the Blind. I understand supervisors will regularly check employee compliance with the teleworking agreement, relevant policies and guidelines, performance standards, expectations for work products, productivity and time accountability. I understand teleworking plans are subject to change at the discretion of the Montana School for the Deaf and the Blind.

Primary Alternative Work Site or Telework Location: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR MONTANA SCHOOL FOR THE DEAF AND THE BLIND USE ONLY**

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Telework Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Period of Telework: \_\_\_\_\_

*If approved, please attached approved Telework Plan to this document.*