



BPS Work From Home Expectations

In order to ensure compliance with state and federal rules and regulations as well as to provide the very best education to our students possible, we want to work with all staff to ensure the following:

1. All staff will work the days and hours reflected on their employment contract. Supervisors will provide information on what types of activities are acceptable/recommended during these hours.
2. Staff with instructional responsibilities will have adequate technology and connectivity to provide remote services to students. Those who do not have the required technology and connectivity at home should utilize their school sites to provide required instruction (staff may request to bring children to work).
3. All staff must be accessible by responding to supervisor phone calls or emails within a reasonable amount of time whether working remotely or at school. Employees will stay caught up with emails as timely correspondence via e-mail is critical during the current health crisis.
4. All staff will attend school-site virtual meetings, as outlined by the building principal or supervisor.
5. If staff are sick or need to take leave, they must submit a leave request using district processes.
6. It is preferable for staff to utilize only district-provided technology devices to ensure adequate protection against malware and viruses.
7. Any problems with district technology need to be communicated to the technology department as soon as possible.

8. Staff will protect confidential information covered by HIPPA and FERPA.
9. Staff will communicate their needs and/or concerns with their direct supervisor to work towards a collaborative solution.
10. Some staff will still be required to work at their regular work site due to the need to maintain the infrastructure and communication for the district. This may include Custodians, Cooks, Office Staff, Security, and others. This is determined by the supervisor.

