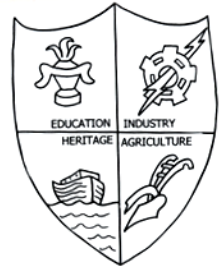


SPENCERVILLE SCHOOLS

Learning and Growing Together as One School, One Community, One Purpose



K-12 Building
2500 Wisher Drive
Spencerville, OH 45887

Administrative Office
600 School Street
Spencerville, OH 45887

TELEWORK GUIDELINES

An individual is eligible for consideration for a telework assignment if the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine for reasons related to COVID-19; or
3. other special circumstances.

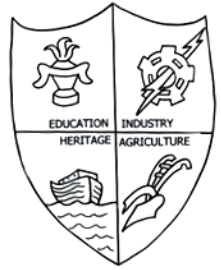
The following procedures and guidelines shall apply when an employee wishes to be considered for a temporary telework assignment due to COVID-19 or other special circumstances:

1. Submit "other" in Kiosk for each day you will be out.
2. Complete and submit the Telework Request Form.
3. If the telework request is approved by the Superintendent, the employee's telework assignment will commence on the start date determined by the Superintendent. Any day(s) that the employee was off of work prior to the date telework commences will be treated a sick day and will be deducted from the employee's account. Employees approved for a telework assignment will keep a work log while teleworking. The log must include dates, times and tasks completed while teleworking. This log must be submitted to the employee's Principal upon the employee's return to work or at the end of each week, whichever is sooner.
4. If telework is denied by the Superintendent, the employee's absence shall be re-characterized as sick leave other applicable leave from the date the absence began.

Whether or not a telework request will be granted is at the sole discretion of the Superintendent. The Superintendent will typically consider a number of factors to determine if the telework assignment will be in the best interest of the school district and not every request will necessarily be treated the same. The District will periodically review these guidelines and may modify them or discontinue them in order ensure the District is best serving the needs of the students.

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Telework Request Form

To request a temporary telework assignment due to a COVID-19 related reason or other special circumstance, you must complete this form and submit it to Superintendent Endsley at endsleyc@svbearcats.org.

Employee Name (print clearly):

Today's Date: _____ Requested Telework Start Date: _____ Estimated End Date: _____

I. Enter the number corresponding with the reason you are requesting telework _____

1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. I have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. I have a special circumstance that warrants consideration for a telework assignment.

II. Provide information to support the reason you are requesting a telework assignment (e.g. government entity that issued the relevant quarantine order, name of healthcare provider advising self-quarantine, details surrounding the special circumstance that is the basis for the telework request, etc.)

By signing this form, you affirm 1) that the information you have provided above is complete, true and accurate, and 2) that you acknowledge that, if granted, the telework assignment may be extended or terminated by the Superintendent.

Signature of Employee: _____ Date: _____

Administration

Approved: _____ (start date _____) Denied: _____

Superintendent Signature: _____ Date: _____
