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WORKSPACE + EQUIPMENT	EQUIPMENT

Our vision (including Community-minded, Connected, and Collaborative; Adaptive, Resilient, and Open to Change; Flexible, Future-Focused Environments), and core values (including Relationships; Creativity and Innovation) guide our decisions on our desired workplace culture, including our remote work options plan.

These new remote work guidelines are an opportunity to create and support a culture open to positive, collaborative and transformational change where employees thrive. Being forced to work remotely during the COVID pandemic taught us skills and demonstrated our ability to be highly productive. We believe that, through thoughtfully applying the lessons from these experiences, we can work together to offer flexibility in how and where we do our work while excelling at delivering on our mission and vision for our students.

Our students have told us repeatedly that what they most value is a reliable and consistent adult presence throughout Portland Public Schools. We also know that in-person contact fosters additional connection and creates opportunities for relationship-building with students and staff in ways that cannot be fully replaced by a video or phone call. So regardless of role, all of us must be able to have regular in-person contact with our teams and our schools, and provide excellent service and support for our students, families, and each other.

The purpose of this playbook is to share expectations for PPS' flexible remote work model. This guide provides insight, a community of practice, expectations, and the ins and outs of the flexible remote work model at Portland Public Schools.

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There are both team and individual commitments needed to make remote work options successful as we enter this new phase. All Central Office departments need to ensure ~~central office staff provided by this plan~~ and service coverage during regular operating hours. All central office staff must be a

3. Submit a plan on this form and discuss the plan and additional expectations with your supervisor.
4. Once approved by your supervisor, this form must be submitted to HR for inclusion in ~~perfile~~ **daysers** i your personnel file.

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Supervisors may approve an employee to regularly work remotely up to two (2) days per week with consideration given to the following:

- Highly responsive service and support to our internal partners and students/families.
- Ability to have regular in-person contact with our teams and our school communities.
- Attendance at monthly PPS HQ Community Days.

Up to 2 days per week remotely.

Comfort - set up your workspace in an ergonomic friendly design, have a comfortable chair or a standing desk. Visit [Risk Management's ergonomic program website](#) for additional resources.

Distractions - limit distractions by finding a quiet, private workspace

Self Care - identify a space with natural light and temperature control

PPS provides each employee with one workstation. Employees who choose to, and are approved, have a work from home schedule are exc

Employees are expected to follow the [Acceptable Use Policy](#) (8.60.041-AD) when using district equipment and conducting district business. See also [Computer Use Policy](#) (8.60.040-P).

Equipment that is damaged, lost, or stolen must be reported immediately. Review [Risk Management's website](#) to report damaged, lost, or stolen equipment.

B

All Central Office conference rooms have been outfitted with a PolyStudio Camera, TV or Projector, Air Tamer.

C

Facilitator is responsible for bringing their laptop/chromebook for presentation.

Click [here](#) to view an instr

insert final version of the form here

