

# Employee Remote Work Guidelines

April 2023  
version 1.4

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## GUIDED BY OUR VISION AND VALUES

Our Educator Essentials and Core Values guide our decisions on our desired workplace culture, including our remote work plan.

### Educator Essentials

- Consistent & Reliable
- Knowledgeable & Committed to Lifelong Learning
- Racial Equity & Social Justice Centered
- Inclusive & Responsive to Diff



## PPS Employee Remote Work Guidelines

Calendars are open to teams/supervisors to see the title and invite list  
Office phones are forwarded or voicemails are checked daily when staff is working remotely  
Out of office message is placed on email and voicemail when appropriate and directs staff who to contact during your absence (see guidance and templates [here](#)).

### Flexible Work Options

Senior leaders in each office considered a variety of factors in determining the level of eligibility for flexible work for each role. Each position is unique and requires careful consideration of factors, such as, but not limited to, if the role provided direct support to students, required access to tools, equipment or other requirements that are located on-site, type of job responsibilities, etc. Employees in positions that are eligible for flexible or remote work are not required to work remotely; employees may choose to work from the central office location.

Below are the categories of flexible work:

#### Flexible Work Options

Full-Time Remote Work Eligible	Eligible for Full-Time, <b>O-E? - C117</b> remote work. Note: Washington residents in full-time remote work eligible positions are required to physically work from an Oregon office one day per week.
Hybrid Remote Work	Eligible for a regular remote work schedule, <b>A&lt; @ O-E?</b> of remote work per week, determine schedule with advanced consultation with supervisor.
Ad-Hoc Remote Work	Eligible for <b>A&lt; @ 4; A&gt;?</b> per work week, on an ad hoc basis, with advance consultation with supervisor; no regular remote work schedule.
Direct School Support	No regular remote work schedule because role is expected to provide direct school-based support while schools are in session; may work remote on days when school is not in session (any remote work is agreed upon in advance and at supervisor discretion)
Not Eligible	Not eligible for remote work

### Remote Work Expectations

PPS provides each employee with an on-site work space and tools/equipment. Employees who choose to, and are approved, have a work from home schedule are

## PPS Employee Remote Work Guidelines

While some employees are eligible for full-time remote work, in practice, some managers may be establishing hybrid work schedules with staff to ensure a physical presence in their department Monday through Friday.

Every PPS staff member must be available for any in-person standing or ad hoc staff meeting called by their manager.

Comply with all PPS rules, policies, practices and instructions that would apply if you were working onsite at a PPS location.

Follow your schedule, take required breaks and lunch, and obtain prior approval for any overtime before it's worked.

Protect confidential information at all times, including student and employee data. PPS files may not be maintained or stored at home offices or <sup>6</sup>

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PPS Employee Remote Work Guidelines

Computer and docking station (if needed) x1	PPS will provide one computer and docking station for laptops. Employees who are approved for remote work are required to transport their equipment to and from the office.
Monitor (one or two)	PPS will provide up to two monitors. Employees who are approved for remote work must decide if they set up their monitors at their home office or on-site. Employees may choose to transport their monitor(s) regularly or opt to use or purchase their own.
Mouse & Keyboard x1	PPS will provide one mouse and keyboard. Employees who are approved for regular remote work must decide if they set up their mouse and keyboard at their home office or on-site. Employees may choose to transport their mouse and keyboard regularly or opt to use or purchase their own.
Chair x1	PPS will provide one chair for employees. Chairs are for use when on-site only and may not be taken home.
Standing Desk	PPS may provide employees with a standing desk option. Standing desks are for use when on-site only and may not be taken home.
Other	Employees who need Equipment





## PPS Employee Remote Work Guidelines

Ensure you're clearly visible on the video screen by zooming in, making eye contact, and expressing your reactions noticeably.

**BEST PRACTICES:** Having a plan for communication, structures, and norms is critical for virtual & hybrid teams.

### Reach Out

It can be hard for teammates in other locations to be heard, as they often have to overcome barriers to jump in and share. You can help create the space for them to speak up.

- Ask for input from the most isolated meeting participant any time the meeting breaks into a discussion.
- If you see someone trying to enter the conversation, stop and invite their comments.

### Set Team Norms

Norms set clear expectations for how you work together with your team. But they're often assumed rather than explicitly stated, leaving opportunities for confusion.

- Discuss, establish and document communication and decision making norms with your colleagues (e.g., answering emails/pings off-hours, how often will you stay in touch, information sharing across time zones), and this is a welcome.
- Be sure to communicate frequently and openly. When remote team colleagues can count on being able to quickly receive the information that they need to, this improves the trust among team members and can aid in the efficient transfer of key, task-relevant knowledge.

The following are standard recommended meeting norms as well as suggestions to support meetings where participants may be working on-site or from a remote location.

- End meetings 5 minutes early to allow for "passing time"
- Invite appropriate stakeholders - be mindful of everyone's time, if someone is invited in order to "inform" some individuals - think of other methods for informing them.
- Commit to being present and participating. Stay engaged and focused. Avoid reading and responding to emails or multitasking. Participants may need a bio-Q and participant

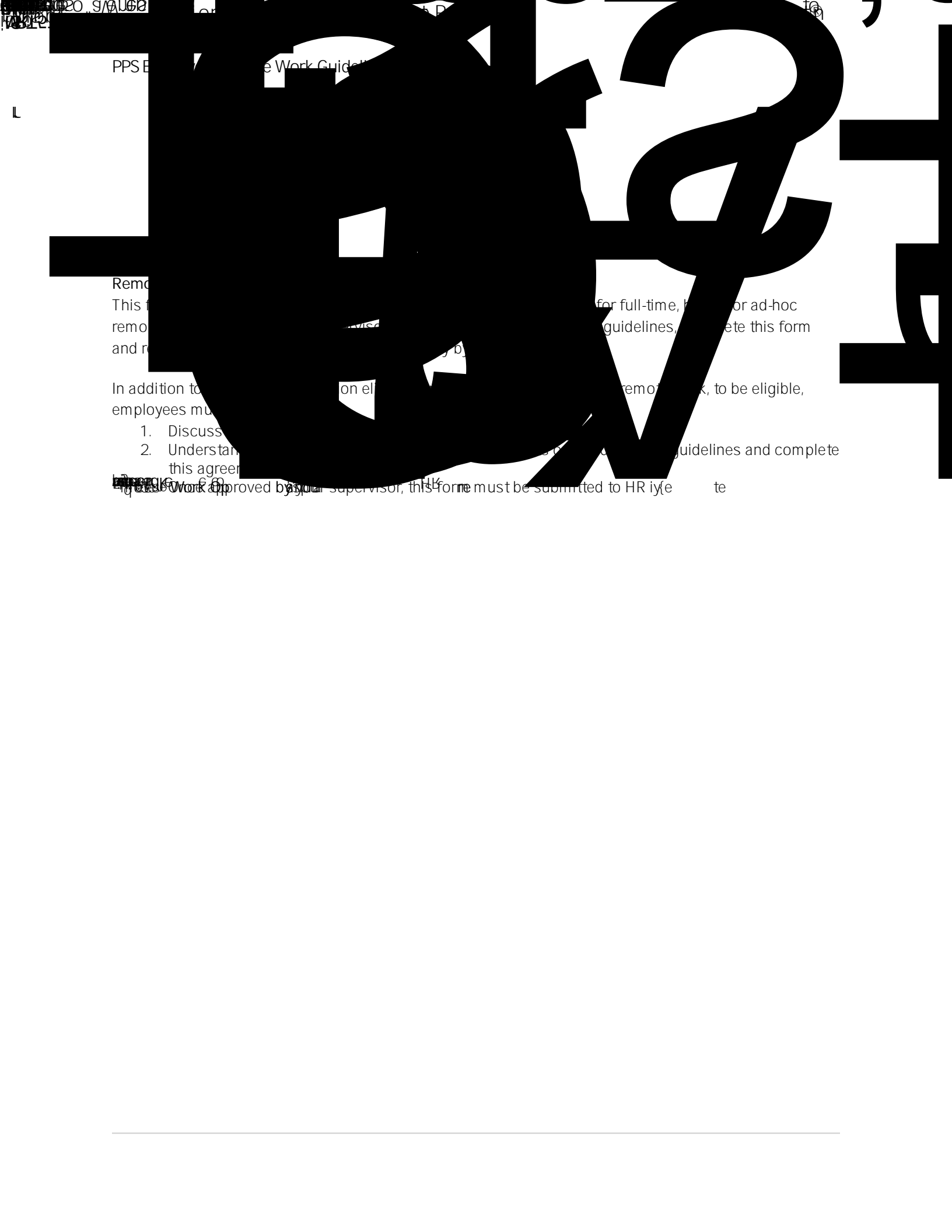


## PPS Employee Remote Work Guidelines

Verify priorities for employees

Provide a minimum of 48 hours notice if you must request an employee be onsite during their regularly scheduled remote work day

APPENDIX A - Remote Work Agreement and Form



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This form is for full-time, part-time, or ad-hoc employees. For part-time or ad-hoc employees, please complete this form and return it to your supervisor.

In addition to the requirements listed below, employees requesting to work remotely, to be eligible, must:

1. Discuss the request with their supervisor.
2. Understand and agree to the Remote Work Guidelines and complete this agreement.

Once approved by your supervisor, this form must be submitted to HR by the following date:



## APPENDIX B - Position Eligibility List



(view the position &#x2192;



## APPENDIX C - Templates

**[Contact Information Signage for Work Spaces](#)**

**[Out of Office Message Guidance & Templates](#)**

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