HUMAN RESOURCES

All Employees

Telework

Prince William County Public Schools (PWCS) employees are expected to complete their required/assigned duties onsite and during scheduled work hours. While telework (working remotely via computer, smartphone, tablet, or other electronic device) is not specifically authorized for any PWCS employee, it is recognized that employees voluntarily work remotely from home or other locations with no expectation of financial remuneration or effect on their contract hours or days. Notwithstanding this recognition, telework is not a permissible substitute for normal duties conducted at schools, in the Central Office, or any other PWCS sites.

In recognition of the non-required telework that can and often does take place on Code Green and Code Red school and Division official closings, the following sample announcement or one similar to it shall be issued publicly with the understanding of all employees that whatever work may take place remotely is being done at the sole discretion of the individuals involved and that the work performed shall not affect pay or contract hours or days.

**PWCS Closed Code Red for Employees. Telework per regulation.**

Certificated and administrative (exempt) personnel may, at their own discretion, conduct School Division business (e.g., grade entry, reports, Web posting) using Division-approved protocols as outlined in Regulation 295-1, “Computer Systems and Network Services—PWCS Responsible Use and Internet Safety Policy,” to augment their work that is done during normal, contracted work hours and days.

In contrast, classified employees shall not perform work at home or through telework unless it is specifically assigned and approved in advance by their supervisor, consistent with Regulation 526-1, “Classified Personnel—Overtime and Compensatory Time Provisions.” Classified employees shall be compensated for time worked when home or telework is specifically assigned and approved.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS