

## **TELECOMMUTING PILOT POLICY**

Yolo County Office of Education (YCOE or EMPLOYER) has established a program to examine how a telecommuting policy can contribute to organizational objectives and employee well-being. These guidelines offer direction for telecommuters and management.

The existing condition of employment with the YCOE is to work in person at YCOE worksites. During the COVID-19 pandemic, YCOE learned about the possibilities and limitations of working remotely. Based upon this experience, the Yolo County Superintendent of Schools (Superintendent) has initiated a telecommuting pilot to determine if remote work may successfully be accomplished in circumstances and frequencies considered appropriate by the Superintendent.

In-person work is the industry standard for educational entities such as YCOE. The Superintendent also recognizes that some employees may be able to work effectively and productively from home or other alternative locations under specific circumstances (“telecommuting”), which is dependent upon program and department needs, job duties, and/or contractual obligations as determined by YCOE. Telecommuting is not appropriate for all YCOE departments or work assignments, as many require a physical presence in the employee’s assigned work location to complete job duties or to provide services to students, clients, or YCOE.

The Superintendent recognizes the importance of cultivating collegial relationships, collaboration, and team building among employees and across departments. While telecommuting may be appropriate for certain types of YCOE work, in-person presence at YCOE worksites is also important for the relationships, collaboration, and team building that are vital for most YCOE departments, programs, and employment duties.

During the telecommuting pilot, employees in work assignments determined by the Superintendent or designee to be suitable for telecommuting may arrange for hybrid (partial in-office, partial remote) telecommuting schedules with their program managers or Cabinet-level supervisors. The standard is a minimum of 3 days in-office and up to 2 days telecommuting unless other arrangements have been made by the program manager or supervisor.

Telecommuting arrangements and work schedules will be based on program and department needs, job duties, and/or contractual obligations to YCOE clients and stakeholders, not job classification. Telecommuting employees shall be available during work hours and are expected to attend in-person meetings and events and/or report to the worksite as directed by their supervisor as needed, notwithstanding their usual telecommuting arrangements. All remote telecommuting must be from locations within California, unless an exception has been approved in writing by the Superintendent or designee.

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An employee does not have a right to telecommute. Telecommuting is not a benefit of employment and may be terminated at any time. The primary criterion for telecommuting arrangements will always be how the needs of students, clients, and YCOE can best be served.

The opportunity to work remotely is entirely in the discretion of the Superintendent and no grievance or appeal right may arise from YCOE's denial of any employee's request to telecommute or from YCOE's alteration or termination of previously approved telecommuting arrangements.

Consideration of telecommuting for reasonable accommodation, as defined by law, will be addressed through YCOE's interactive process and protocol.

The telecommuting pilot may be terminated, modified, or made ongoing at any time in the sole discretion of the Superintendent. In addition, individual telecommuting arrangements may be terminated for any reason by either YCOE or the employee. YCOE will attempt to provide reasonable advance notice if previously approved telecommuting arrangements are to be terminated. If an employee requests to terminate telecommuting, YCOE management will arrange for working at the office as quickly as reasonably possible.

**Adopted: March 13, 2023**

**YOLO COUNTY OFFICE OF EDUCATION**  
**Woodland, California**