

Work from Home Agreement

Staff members who are able to complete their job duties from home may do so upon approval of district administration. Only staff members who are quarantined due to COVID-19 qualify for a work from home agreement. Work from home days must be preapproved and post-certified by building and district administration. A minimum of 3.5 hours must be worked to count as a half day and 6.5 hours must be worked to count as full day.

Date of request _____

Employee Name _____

Work Assignment _____

Start Date of Quarantine _____

End Date of Quarantine _____

Dates Requesting to Work from Home _____

If staff member is a classroom teacher, there must be a plan in place to provide instruction and have two-way communication with students. Please detail below how this will be accomplished

Other expectations of work to be completed, as arranged between staff member and building principal or superintendent.

Staff Signature _____

Administrator Signature _____

See reverse for certification of completion.

Post Work from Home Certification

Sign the proper certification below. Only **one** certification should be selected and signed.

All requirements for the work from home agreement were met and the staff member should receive credit for all days in agreement.

Building Principal/Superintendent Signature _____

Not all requirements were met for full agreement, but requirements were met on the following days, which the staff member will receive credit for _____

Building Principal/Superintendent Signature _____

Not all requirements were met, and no credit will be given.

Building Principal/Superintendent Signature _____

Certification of days listed above.

Signature of Superintendent _____

Date _____