

Good morning,

Following [guidance](#) provided by the Governor, Ohio Department of Health, and local officials, the ESC will be continuing its offsite work plan through at least Friday, May 1. Please remember we are not closed and that we should continue serving our districts, schools, and partners as best we can. If you have questions regarding working offsite expectations, please see below the *Expectations and Responsibilities While Off-Site* from the ESC administrative guideline. It addresses confidentiality of communications, recording time worked, timely communications, and more.

As a reminder, all phone calls to the ESC are currently being directed to voicemail and technology staff have enabled these messages to be automatically forwarded to your email. Please be diligent in checking your email as it is the primary means of communication for these and similar updates to staff. The ESC Help Desk is available as always to support your needs at Help.Desk@escoco.org or 614-542-4159.

Resources such as technology assistance and tips for Zoom, HelpNet resources, and other helpful information are located [here on our website](#). Past email updates also are included for your reference.

If you have any questions regarding any of these continued changes, please work with your immediate supervisor. They will reach out to the appropriate personnel for answers to questions.

Thank you.

Expectations and Responsibilities While Off-Site (from AG1435/AG4435)

Employees who work off site are required to take all necessary steps to protect the confidentiality of their working materials. Supervisors who submit a request for an employee to work off-site should indicate in their written request how they intend to maintain the confidentiality of their work.

Employees working off-site are required to record their time worked. The ESC trusts that employees will honestly report time worked while off-site. Failure to accurately report time worked will be grounds for discipline, up to and including termination.

One drawback to off-site work is that communication with supervisors and co-workers can become more difficult. As such, employees who work off-site for more than one week are required to correspond at least weekly with their supervisor to discuss tasks completed and any other pertinent matters. Employees are also expected make themselves available for communication with other employees during all regular working hours. If an off-site employee will not be available, s/he needs to communicate the fact to his/her supervisor, including how

long and why s/he will not be available. Employees are expected to make themselves available at all times for emergencies, or otherwise will be expected to use paid leave to cover the absence.

Employees who work off-site are expected to be as productive as if they were working on-site. Employees whose quality or quantity of work declines while working off-site will be required to conduct all work responsibilities at work, and may be subject to discipline.

The Superintendent (or Treasurer/CFO, in the case of fiscal employees) retains the right to direct the work of employees at all times, regardless of the location they conduct their work. The Superintendent (or Treasurer/CFO) always maintains the right to direct an employee to return to his/her regular premises to conduct work, with or without cause.