

Good morning,

**Please note ESC offices will remain on a remote work schedule through Friday, February 26th.**

As a reminder, staff are expected to continue supporting districts and schools as they normally would and also review the *Expectations and Responsibilities While Off-Site* from the ESC administrative guideline (see below). It addresses confidentiality of communications, recording time worked, timely communications, and more.

We are still permitting staff to schedule a restricted amount of time to visit office locations when absolutely necessary. Requests can be made through your supervisor and scheduled through Deputy Superintendent Mike Trego. Please be reminded that any visit will require responsible protocols such as face coverings, hand washing, sanitizing, staggered visits, social distancing, and continued use of [Quickscreen](#). And of course, if you are ill and/or have a fever, please stay home and take care of yourself.

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.*