

**REMOTE WORK**

West Lafayette Community School Corporation employees are expected to perform their duties in the most efficient and responsive manner in order to meet the needs of students. In circumstances under which work can be effectively accomplished in locations other than school corporation property, this policy authorizes the Superintendent to permit employees to work from offsite locations using school technology (remote work). The Superintendent shall base such determinations on whether remote work can improve service delivery and improve employee productivity without negative impact to other departments or staff. Employees must demonstrate and maintain satisfactory job performance to be eligible for remote work. The Superintendent is directed to develop administrative guidelines, to be incorporated into applicable handbook(s), to implement this Policy.

West Lafayette Community School Corporation

Adopted: [date]

Revised: [date]