



APS Flex

Remote Work Agreement

This APS Flex Remote Work Agreement outlines requirements for Atlanta Public Schools (APS) employees who are approved to work from a location other than their designated work location/facility. The purpose of this agreement is to ensure a mutually beneficial arrangement and clear expectations for remote work. This Agreement covers all APS Flex periods for the 2024-2025 school year for eligible employees.

Eligibility

APS's Human Resources department only determines *positions* that are appropriate or feasible for remote work. Each employee's manager/supervisor (hereinafter "supervisor") has the discretion to approve or reject an employee's request to work remotely. Employees have no right or entitlement to remote work. All remote work must receive prior approval from the employee's supervisor. A supervisor's decision to deny a request for remote work is not appealable or grievable.

This Agreement imposes additional duties and obligations upon the employee while working remotely. The employee's other duties, obligations, responsibilities, standards of conduct, performance expectations, and conditions of employment with the Atlanta Public Schools are not affected by this Agreement and remain in full force and effect. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.

Work Location

Employees may only engage in remote work from a location within the state of Georgia. Employees approved for remote work specifically agree not to conduct such work from outside Georgia.

Work Hours and Leave

Employees must be available during the workday for phone calls, emails, and conference calls as they would when reporting to their normal location.

If needed for an in-person meeting or activity, the employee must report in person unless otherwise approved by the employee's supervisor. The supervisor must provide an alternative remote workday should an employee be required to report for an in-person meeting or activity.

Remote Workdays and Leave

Remote workdays are prearranged and mutually agreed upon between the employee and their supervisor. These designated days remain consistent from week to week. Work hours on remote days must be consistent with in-person workdays.

Flex Periods 2024-2025 School Year

Fall Flex	Winter Flex	Summer Flex
<ul style="list-style-type: none">• October 15 – 18, 2024• November 25, 2024	<ul style="list-style-type: none">• January 2 – 3, 2025• February 18 – 21, 2025	<ul style="list-style-type: none">• June 2 – July 3, 2025

The employee agrees to accurately record all time worked for APS by completing clock in and out procedures via UKG Timestamp (desktop application) as required for their position. **The employee further agrees to seek advanced approval via UKG by their supervisor prior to using sick leave, vacation, or personal leave.**

Overtime work must be approved in advance by the employee's immediate supervisor.

Work hours, overtime compensation, use of sick leave, and approval of vacation leave must conform to APS's policies and procedures, departmental guidelines and to any additional terms otherwise set forth by the employee's supervisor. Remote workdays should not be utilized for personal activities such as attending a child's sporting event or visiting the salon. Employees are required to request personal leave for non-work-related outings or activities.

Performance Expectations and Monitoring

To ensure that employee performance will not suffer in remote work arrangements, remote employees are required to:

- Choose a quiet and distraction-free working space.
- Ensure all images and sounds able to be seen or heard by others when engaged in APS business are professional and appropriate and conform to expectations of the employee's normal workplace.
- Ensure their internet connection is adequate for their job.
- Ensure Cisco Softphone software **and** VPN are installed on their APS issued Windows device; and, they have the corresponding headset.
- Turn on cameras upon request.
- Dedicate their full attention to their job duties during working hours and refrain from engaging in secondary employment or other personal business during APS work hours.
- Maintain contact and engagement on remote workdays with the work unit, stakeholders and customers as directed by the supervisor and as appropriate to successfully perform assigned duties. Adhere to any meal and rest breaks and attendance schedules determined by their supervisor.

- Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively.
- Provide regular reports and/or status updates on assigned tasks as required by the supervisor to help evaluate remote work performance.

The employee acknowledges that a decline in work performance may result in the termination of this remote work agreement and any other appropriate disciplinary action warranted for the conduct.

Employees and supervisors should determine long-term and short-term goals during the remote work period.

They should frequently meet (either online or in-person when possible) to discuss progress and results.

While remote, employees must follow Atlanta Board of Education rules, regulations and policies like their office-based colleagues. Examples of policies that all employees must abide by include, but are not limited to the following:

- Attendance
- Social media
- Confidentiality
- Data protection
- Employee Code of Conduct
- Anti-discrimination/Anti-harassment/Equal opportunity
- Safety
- Dress code when meeting in-person or by video with schools, partners, or other district employees

The Employee agrees to be available during their scheduled business hours according to their time schedule in **UKG Ready**. During business hours, the employee must be available to communicate through such methods as a dedicated Internet connection, phone line, voice mail, electronic mail, Microsoft Teams, Zoom, etc., and agrees to respond within **20** minutes.

Employees may not change their work schedules without advance approval by their supervisor.

Supplies

The employee agrees to obtain through the established APS process and procedures all office supplies needed for work at the remote work location and agrees to use the supplies for APS work-related purposes only. The employee acknowledges that out-of-pocket expenses for supplies regularly available at APS will not be reimbursed unless previously approved by the supervisor.

Equipment

Atlanta Public Schools will provide remote employees with equipment that is essential to their job duties, such as laptops, monitors, etc. (when applicable). APS will install VPN and District-required software when employees receive work equipment. All equipment provided is the property of Atlanta Public Schools. APS retains control over the property and reserves the right to monitor the use of APS property even when used at an employee's home or remote location.

The employee agrees to take appropriate action to protect the APS equipment from damage, theft or use by others. Employees must take proper measures to secure District information, equipment, and systems. Specifically, employees must:

- Keep their equipment password protected and not leave equipment unattended
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards, and settings
- Avoid the use of public Wi-Fi when conducting APS business
- Refrain from visiting untrustworthy or suspicious sites
- Only download authorized software with prior approval
- Keep confidential information in locked file cabinets and desks

Security and Confidential Information

The employee must comply with all applicable laws, rules, regulations, policies, and instructions regarding security of confidential information, internet and technology use and records management. Personal equipment shall not be used to connect to the APS network using remote connection software. Exceptions require IT Security written approval. The employee agrees to properly protect and secure all APS data, files, software, equipment, and supplies.

The employee agrees to have virus protection and the Global Protect VPN client on any computer used while working remotely and to use only properly licensed programs when performing APS work tasks.

Any work product created while working remotely is owned by APS. The employee agrees not to store APS information on or load APS software to non-APS computers and agrees to save work-related electronic information using only APS computers or properly secured portable devices (e.g., external hard drives, flash drives, etc.).

Operating Costs

The employee agrees that APS is not responsible for any furniture or equipment except as described above, or any operating costs, home maintenance, home internet, or other incidental costs (e.g., utilities, insurance) whatsoever, associated with use of a remote work location. Employees with a temporary emergency need of internet services may request APS provide a hotspot for their business use. This is subject to availability and is

not guaranteed. An employee's inability to provide reliable and adequate internet access may result in the revocation of this Agreement.

Terms of Agreement

This Agreement is effective on the date the Agreement is signed by all parties. This Agreement and the ability for employees to work remotely during APS Flex period ends when employment is terminated unless the Agreement is previously terminated, or the privilege of remote work is previously revoked.

APS retains the right to modify this Agreement and add additional or different requirements for the continuation of the remote work privilege. In the event APS changes its remote work requirements, the employee's continued remote work constitutes an agreement and acquiescence to the revised terms.

The employee acknowledges that remote work are normal work days. The employee must be available for phone calls, emails, conference calls, or even in-person meetings.

Misuse of remote work privileges may result in disciplinary actions, including the potential loss of remote work privileges.

I have read and understand this Agreement and the APS Flex Remote Work Policy, and I agree to abide by and act in accordance with these terms. I agree the only purpose of this agreement is to govern remote work, it is not an employment contract, and it may be cancelled at any time.

Employee	_____	_____	_____
	Print Name	Signature	Date

Supervisor	_____	_____	_____
	Print Name	Signature	Date