

(ATTACHMENT 6) ACTION ON MONTHLY PERSONNEL MATTERS: ACTION ON CLASSIFIED PERSONNEL TRANSACTIONS, ACTION ON CERTIFICATED APPOINTMENTS, ACTION ON LEAVES OF ABSENCE, REPORT ON CERTIFICATED RESIGNATIONS, CLASSIFIED RETIREMENTS, AFFIRMATIVE ACTION REPORT, AND REMOTE WORK PLAN REPORT

Total Remote Work Forms Submitted by Office	
That have been received by 8/11/2020	
Office	Total Form Submissions
Academics	361
Accountability & Efficiency	0
Board Governance	1
Communications & School Performance	63
Finance	89
Human Resources	4
School Administration	9
School Based	653
Superintendent	2
Total Received	1182



2020-21 School Based Staff Remote Work Agreement

School Site	
Name	
Grade/Subject/Position	
Principal Name	

Before completing this remote work agreement, please ensure you've read the information in the Agreements sections as well as the MPS Employee Handbook. Remote Work Agreements must be reviewed and approved by the principal before remote work begins.

1. In order to carry out my duties for Milwaukee Public Schools outside of the school building, I certify that I have daily access to: (check all that apply)

_____A computer/laptop with camera, microphone and speakers

Check One: Personal

School Issued

_____Reliable internet services

_____My school's virtual learning schedule for my assigned classes

2. Weekly Plan – My proposed work schedule would include the remote work activities indicated in the weekly schedule below. Please complete the boxes with work duties descriptions such as synchronous instruction, office hours, team meeting and small group instruction. (These are examples only.)

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings					
Afternoons					

3. I would like for the remote work agreement to cover the scheduled work days beginning _____ and ending on _____. All remote work agreements will end with the MPS Board of School Directors' decision to return to full or partial return to physical attendance at school.



4. My remote work option will contribute to the success of my students and the attainment of my SLO goals as well as the school's SIP goals by:

Agreements:

1. The School Based Staff Remote Work Agreement is not a contract of employment and does not change any terms of employment as outlined in the MPS Employee Handbook.
2. The Remote Work Agreement will be in effect once approved by the building principal for the term indicated on the agreement unless or until the Milwaukee Board of School Directors direct students and staff to return to physical attendance at schools prior to the ending date. If the employee wishes to end the agreement prior to end date, the employee shall indicate in writing the new ending date to the building principal.
3. The employee agrees to structure his or her time to ensure availability at required meetings or to perform assigned instructional duties according to the school's virtual learning schedule. A leader may require that the employee convert back to in person teaching if the employee is not attending scheduled instructional periods or virtual meetings.
4. Standard daily work hours (set by the school) will be in place. Employees must report absences (sick leave, professional development, etc.) to the school according to the MPS Employee Handbook when not able to follow the indicated schedule in section 2.
5. While engaging in remote work, the employee understands that MPS will not be responsible for remote work costs including but not limited to: maintenance or repairs of privately-owned equipment, Utility costs including internet costs, personal equipment and supplies for virtual work, travel expenses to the school or Central Office.
6. Employee agrees to maintain a safe, secure work environment and to report work-related injuries to the employee's supervisor at the earliest reasonable opportunity.
7. Employee understands that all equipment, records, and materials provided by Milwaukee Public Schools shall remain the property of Milwaukee Public Schools.
8. By signing this agreement, the employee certifies that he or she has reviewed and understand the MPS Employee Handbook and will follow the district's expectations and Code of Conduct while working for an appropriate environment outside of the school building assigned.

Employee Signature: _____

Date: _____

Principal Signature: _____

Date: _____