

B. REMOTE WORK PROGRAM

Applicable Group(s) B:

1. **PURPOSE.** Milwaukee Public Schools recognizes the growing desire of employees to have options when it comes to their work location. To remain competitive in the job market and improve employee retention, MPS implements a remote work program.

2. **DEFINITIONS.**

Remote work program- The performance of all job duties and responsibilities in accordance with department and district, rules, policies, and procedures carried out from an alternate worksite for up to three days per week based on a set schedule.

Alternate worksite – Location other than the assigned MPS work location, generally employee’s home. The alternate worksite must be comfortable, safe and distraction free.

Eligible employee – a centrally assigned employee in the area of Finance, Human Resources, or Technology in a position identified as suitable for remote work.

3. **ELIGIBILITY.** Not all employees are eligible for remote work. Eligibility for centrally assigned employees is at the discretion of supervisor based on the nature of the position, duties and responsibilities, and the department and district needs. Employees who are on a performance improvement plan are not eligible. The supervisor may modify or revoke remote work at any time. There are no appeal rights regarding the approval, denial, modification or revocation of remote work requests.
4. **PERFORMANCE EXPECTATIONS AND AGREEMENTS.** Employees approved to work remote agree to facilitate job responsibilities and duties within regular work hours while complying with all department and district, rules, policies, and procedures. Employees participating in remote work must read, sign, and agree to the terms and conditions of the remote work program.
5. **REVIEW AND TERMINATION.** The district may revise or terminate the remote work program at any time. At minimum, the remote work program will be reviewed annually for revisions, continuation, and termination.