

Remote Working Policy for Michigan International Prep School

Michigan International Prep School considers telecommuting to be a temporary, viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is temporary and may be appropriate for some employees and jobs but is not permanent. This temporary situation does not change the terms and conditions of your employment with Michigan International Prep School.

We have great confidence in our staff here at MIPS, and we want to ensure that we are providing clear instructions and expectations. If you have any questions concerning these procedures, please do not hesitate to contact your administrator.

Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with Michigan International Prep School.

Procedures

Any telecommuting arrangement made will be on a temporary basis and may be discontinued at will by the Superintendent. Every effort will be made to provide 48 hours notice; however, there may be instances when no notice is possible.

- The employee is expected to show up for work “online” at the same time daily as if they were arriving at their learning lab and to log off at the end of their workday. (Please continue to monitor your communications after 3:00 pm.)
- The employee is expected to log all daily communication and continue to engage with students every day, and complete work that is expected of them on a daily basis. A reminder that a minimum of 3 contact attempts are required weekly and all must be documented in PS.
- For updates, strategies, etc, you must log in to the daily staff rumbles; time to be determined daily. Please watch for the invite.
- Use your MIPS buddy to help communicate with students that you aren't in touch with.
- Monitoring staff engagement and attendance will be done on a daily basis to ensure that we continue to provide a high level of service to all of our students and families.
- Evaluation of work performance by telecommuting during the temporary period will include regular interaction by phone and e-mail between the employee and staff meetings/manager and will include weekly face-to-face virtual meetings to discuss work progress and any problems.
- A reminder that staff must wear Headphones or earbuds for all calls/video meetings with students and/or guardians to protect student privacy in the labs as well as at home

Equipment

Michigan International Prep School will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.

The employee will establish an appropriate work environment within his or her home for work purposes. Michigan International Prep School will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

If you would like to take your desk setup, which may include a laptop, monitor, and office supplies, all items will need to be returned to the learning lab upon your return. Any damaged or unreturned items will need to be reimbursed by the employee.

Family Education Rights and Privacy Act (FERPA)

Employees shall comply with all laws, rules, and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g (FERPA) and acknowledges that certain information about students is contained in records maintained and that this information can be confidential by reason of FERPA and Michigan International Prep School policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Internet Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and student information accessible from their home.

For your protection and our student's protection, we require that you do not use a public internet connection. All internet connections should be from a reliable source and be password protected. Reasonable steps must be ensured when connecting to a network or internet. All passwords for your computer and software must be kept secret at all times. All programs will need to be closed or locked when you are not in the area with your laptop.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting school/student demands.