



### **LBUSD Alternate Work Location Agreement**

This Alternate Workforce Agreement (Agreement) is voluntarily entered into between the Long Beach Unified School District (LBUSD) and the undersigned Alternate Work Location Employee.

### **Alternate Work Location Agreement**

<b>&lt;&lt;First Name&gt;&gt; &lt;&lt;Last Name&gt;&gt;</b>	<b>&lt;&lt;Job Title&gt;&gt;</b>	<b>&lt;&lt;Assignment Location&gt;&gt;</b>
<b>Name</b>	<b>Title</b>	<b>Site</b>

Alternate Work Location Employees will work from the following alternative worksite **<<Street Address>>** **<<City>>** **<<State>>** **<<Zip Code>>** (Home Office) and must physically return to their assigned work location when students are able to return on a Hybrid Learning schedule.

1. The duties, obligations, responsibilities, and conditions of Alternate Work Location Employee's employment with LBUSD are not changed by this Agreement. Alternate Work Location Employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
2. Employees working from home are responsible for setting aside a space in their home (Home Office) for work and ensuring that the Home Office is ergonomically sound, clean, safe, free of obstructions and hazardous materials, and compliant with appropriate building codes and health and safety requirements.
3. Dress professionally and provide instruction or services during work hours in a professional environment that is safe and free from visual and audible distractions. Additionally, all reasonable efforts will be used to ensure that the space is private.
4. Employees will follow regularly scheduled hours in compliance with the collective bargaining agreement, and will teach class(es) or provide services based on student needs. The quality of instruction will mirror that which is provided when teaching from a classroom, including the use of manipulatives and other resources, in accordance with SB 98, Education code section 43503(b). Employees must be able to report to the worksite the next school day to distribute materials and resources required of their students.
5. The District, upon request, will provide employees a district ChromeBook. Those choosing to work at an alternate location, will not receive additional technology for home instruction, nor will they be compensated for any additional equipment or services to teach remotely. Employees opting to teach or provide services from home understand that they must have the equipment and technology necessary to

perform their job duties, such as high-speed internet, Google Voice, etc. District issued devices needing repairs must be brought to the employees school site for repairs.

6. It is understood that all teachers or service providers must provide full digital classroom access to their site administrator to allow full access to all virtual meetings with students.
7. Alternate Work Location Employee agrees to maintain a safe and ergonomically sound Home Office, and to hold LBUSD harmless for injury to self or others at the Home Office. LBUSD accepts no responsibility whatsoever for the safety, security, or suitability of any alternative work site, including the Home Office. The District will have no liability or responsibility for injuries to third parties, including members of a family, which occur in a home whether working at the time of the incident or not.
8. It is understood that if a teacher is the primary caregiver for children that require supervision or an adult who requires caregiving services during my contract hours, arrangements need to be made to ensure fidelity to work duties.
9. Outside work of any kind may not be performed by Alternate Work Location Employees during the hours Alternate Work is being paid by LBUSD and may not be performed at any time utilizing LBUSD equipment or resources.
10. Participation in remote work will be periodically reviewed by the District to determine whether the arrangement is efficient and effective for the students and the District.
11. Working from an alternate home is completely voluntary and at the employee's request. Failure by Alternate Work Location Employee to maintain a Home Office that is safe, ergonomically sound, and free from distraction so as not to interfere with work, as determined by LBUSD, provides cause for terminating this Agreement.

<b>Please answer the following questions.</b>
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I have everything I need in order to work from an alternate location: <<Technology>>
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I have read and understand this Alternate Work Location Agreement and agree to its terms and conditions. I understand this agreement may be terminated by the District in the event any of the above conditions are violated. In these circumstances the employee must return to their work site the next school day. This agreement will expire when the district is allowed to resume in-person instruction with students or the end of the 2020-2021 school year, whichever occurs first.

<i>&lt;&lt;Signature&gt;&gt;</i>	<i>&lt;&lt;Date&gt;&gt;</i>
Alternate Workforce Signature	Date

**SAMPLE COPY ONLY - Must complete Google Form**