**Temporary Telecommuting Arrangements**

Due to the current COVID-19 (coronavirus) outbreak, many employees are inquiring about the ability to work from home. [School District] is implementing temporary telecommuting arrangements for employees whose job duties are conducive to working from home and pending appropriate resources to work remotely. Please understand that there are some positions at [School District] that require the employee to be physically present in the workplace. These employees are defined as essential school personnel.

Essential school personnel include the following positions:

[List position titles]

Essential school personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Positions approved to work from home temporarily include the following:

[List position titles]

These arrangements are expected to be short term, and [School District] will continue to monitor guidance from state health officials. Employees should not assume any specified period of time for this arrangement, and [School District] may require employees to return to regular work schedules at any time.

Employees should be proactive with department administrators in preparing for these circumstances to ensure employees have the resources necessary to work remotely.