Telecommuting Pilot Program Applications & Notification Process

Regular Telecommuting Schedule – This option is for up to 2 days per week during the current school year who are eligible.

As Needed - This option is for special projects or meeting mandated deadlines who are eligible. For example: April 1-April 30, up to 5 days for training, presentations, attending a conference or all-day webinars. Or April 3-4, 2 days to submit grant application to CDE and meet deadline.

Instructions:

1. Employees must submit a fully completed and signed application for consideration through IFK12. Make sure you read and fully understand the Superintendent's Policy, YCOE Telecommuting Program and the terms and conditions of the pilot program. You are required to identify each in-office and telecommuting day of the week, work hours with start and end time, including your normal lunch break. You are also required to review and acknowledge all sections of the application prior to signing and submitting your application. Your application may be delayed if information is missing or incomplete.

2. The application will be routed to the manager (Cabinet member). The manager will notify the immediate supervisor (if applicable) and employee of the approval or denial of the request. If it is approved, the application will be routed to Superintendent for final review and consideration.

3. Superintendent will make a decision and the decision will be final.

4. The manager is responsible for notifying the immediate supervisor (if applicable) and employee of the final decision. Applications are not in effect until all parties have signed the agreement. Also, IFK12 will via email notify the employee, immediate supervisor, Superintendent and Human Resources once all parties have fully executed the application.