



**Frequently Asked Questions (FAQs) for Employees
Regarding the Alternate Work Location Agreement**

As of August 26, 2020

The Alternate Work Location Agreement (Agreement) is voluntarily entered into between the Long Beach Unified School District (LBUSD) and the ETK-12 TALB bargaining unit Alternate Work Location employee. Below are the answers to common questions regarding the implementation of the Alternate Work Location Agreement. These FAQs will be updated as new questions arise.

Work Site Location

| | |
|--|---|
| <p>Who is eligible to complete the Alternative Work Location Agreement?</p> | <p>Members of the ETK-12 TALB bargaining unit are eligible to complete the Alternative Work Location Agreement. Some positions (music teachers, SLPs, TOSAs, nurses, and teacher librarians) require a portion of their work to be on site. Long-term substitutes are not members of the bargaining unit and need to report to the site.</p> |
| <p>Who will need to report to their work site if they complete the Alternative Work Location Agreement?</p> | <p>If you have essential duties, such as handing out materials or supplies to your own students, you would need to schedule a time with the site administrator.</p> <p>If you are a nurse, librarian, SLP, TOSA, or non-classroom teacher, you may have essential duties that must be performed on campus. Your site administrator will schedule the days or times of those essential duties.</p> |
| <p>If I complete the Alternative Work Location Agreement, am I still able to go to campus?</p> | <p>If you need to work from your site, notify the site administrator 72 hours in advance. When you arrive, please check in at the office so that they know you are on campus and can perform any necessary screening or site notifications.</p> |
| <p>Can a teacher work an alternate work location schedule with some days at school and some at home?</p> | <p>Teachers are able to create a schedule that involves set days teaching at home and at school, but the schedule has to be approved by their administrator. This needs to be a set schedule, not a day by day decision, to ensure room availability, site safety, and adequate notice to allow screenings.</p> <p>To clarify, alternate work location bargaining unit members cannot teach part of their day at home and part at school. If they choose to set a schedule with some days at the site, they must remain at their site for the full work day.</p> <p>If a schedule change is needed, the alternate work location bargaining unit member would provide the principal 72 hours advance notice.</p> |

| | |
|--|---|
| Will my classroom/work space be used if I have completed an Alternative Work Location Agreement? | There is a possibility that the space will be utilized to support site interventions, substitutes, or other site needs. If you need to teach a lesson from your classroom, please schedule the time in advance to ensure the classroom is available for your use. |
| Are keys being distributed to teachers working at an alternate location? | If a teacher is choosing to work at an alternate location, then keys would not be issued. If a teacher needs to come to the site, they notify their administrator 72 hours in advance, and the site will open the classroom or work space. |
| Will I be required to return a District desktop computer or other electronic equipment in exchange for a chromebook as outlined in the Alternative Work Location Agreement? ? | Substitutes, support staff, and staff performing interventions will need access to site computer workstations, webcams, document cameras, and other materials. District desktop computers and other electronic equipment borrowed from sites must be returned to the site prior to the beginning of the school year. If you borrowed items, please let your principal know when you will return the equipment. |
| If I am working from my classroom without an Alternative Work Location Agreement on file, can I work from home with 72 hours notice? | The Alternative Work Location Agreement can be submitted and Human Resources will respond to the request as soon as possible. There is currently not an end date to submit Alternative Work Location Agreements and requests are processed within five working days. |
| Can I rescind the Alternative Work Location Agreement? | Yes, an ETK-12 TALB bargaining unit may opt to rescind the agreement and work from a site. You may rescind using the google form on the HRS website and Human Resources will respond to the request as soon as possible and communicate with the site administrator. |
| Can an employee be removed from the Alternative Work Location Agreement? | Working from an alternate work location is completely voluntary and at the employee's request. Failure to comply with the terms of the agreement will be handled through progressive discipline in collaboration with Human Resources and may result in terminating the Agreement. |
| When will this agreement expire? | 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. |