



LBUSD - CSEA Alternate Work Location Agreement

This Alternate Work Location Agreement is voluntarily entered into between the Long Beach Unified School District (LBUSD) and the undersigned Alternate Work Location Employee. This agreement must be submitted online no later than Friday, December 4, 2020. Employees are to work from their respective sites until receiving approval in writing from HRS.

Alternate Work Location Agreement

<<First Name>> <<Last Name>>	<<Employee ID>>	<<Job Title>>	<<Assignment Location>>
Name	ID	Title	Site

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 to in-person instruction.

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. Alternate Work Location Employee agrees to follow all procedures and rules when using sick leave, vacation, time off, or other leave credits. Additional hours must be approved in advance by the site administrator.
3. Alternate Work Location 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.
4. Alternate Work Location Employees will dress professionally and provide 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.
5. Alternate Work Location Employees will follow regularly scheduled hours in compliance with the collective bargaining agreement, and will provide services based on student needs. The quality of services will mirror that which is provided when working from a classroom, including the use of manipulatives and other resources, in accordance with SB 98, Education code section 43503(b). Employees may be required to report to the worksite the next school day to perform tasks and duties which cannot be completed remotely.
6. 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 work remotely. Employees opting to 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 employee’s school site for repairs.

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7. It is understood that all Alternate Work Location Employees must log into their assigned digital classrooms, and be present at all scheduled times to support students. Alternate Work Location Employees agree to be available during their assigned work hours for work related communication, including through such methods as phone, electronic mail, voicemail, instant messenger, etc., and agree to respond within three (3) hours. In the event systems go down, Alternate Work Location Employees will reach out to their assigned teacher or site administrator/designee for additional assignments including material preparation and professional development.
8. 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.
9. It is understood that if the employee is the primary caregiver for children that require supervision or an adult who requires caregiving services during work hours, arrangements need to be made to ensure fidelity to work duties.
10. 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.
11. Alternate Work Location Employees shall notify their site administrator 72-hours in advance of their intent to be on site.
12. Participation in remote work will be periodically reviewed by the District to determine whether the arrangement is efficient and effective for the employees and the District.
13. Working from an alternate location 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.

Please answer the following question.
I have everything I need in order to work from an alternate location: <<Technology>>

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 location the next school day. In the event in-person instruction and/or assessment is phased in over time, this agreement expires for employees assigned to sites, classrooms or students brought back for in-person instruction and/or assessment.

This agreement will expire for all employees when in-person instruction with students takes place across the district or the end of the 2020-2021 school year, whichever occurs first.

<<Signature>>	<<Date>>
Alternate Workforce Signature	Date

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