

## **Resolution of the Board Regarding Employee Telework Plan During Epidemic**

**WHEREAS**, The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.

**WHEREAS**, The Board finds that a need exists to address a telework plan in the circumstance of an epidemic;

**WHEREAS**, The Board acknowledges that during an epidemic, District employees who contract COVID-19, may be instructed not to report; and

**WHEREAS**, The Board recognizes that some employees main duties can be performed remotely and are essential to district operations; and

**WHEREAS**, The Board directs the Superintendent to develop procedures under which employees whose main duties can be performed remotely may telework and the expectations for such employees while teleworking if diagnosed with COVID-19; and

**WHEREAS**, the Board concludes that approved telework for eligible employees assures that the goals and mission of the District are accomplished in a productive, thoughtful manner and it will continue to provide services for students, staff, and the community. Furthermore, it serves the public purposes of minimizing further community spread of COVID-19 in the El Paso County region, maintaining morale, reducing turnover, and ensuring continuity of District staffing and operations during the school year; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Tornillo Independent School District authorizes the Superintendent to establish district rules for eligible employees who contract COVID-19 and are instructed not to report to work to a district location.

### **IT IS THEREFORE RESOLVED BY THE TORNILLO INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES THAT:**

All the above recitals are adopted as findings of fact and are incorporated into and made a part of this resolution for all purposes. In furtherance of these public purposes, the Board of Trustees makes the following delegations to the Superintendent during the 2021-2022 school year:

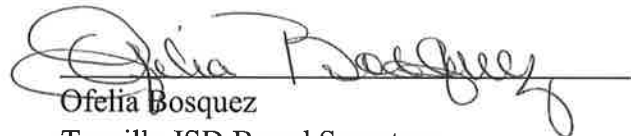
- Teleworking is subject to employees' health condition.
- "Telework" is defined as the satisfactory performance of essential functions of one's job's description in an alternate work location.
- Employees will be required to sign a teleworking agreement.
- Telework is not appropriate for all job classifications and the opportunity to telework is not an employee benefit and is not guaranteed.
- Acknowledgement that the employee's compensation, benefits, work hours, and performance expectations shall not change while teleworking.

- The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
- A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
- The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work location will be stolen or damaged.
- The employee does not have a right to telework without authorization and the teleworking agreement may be terminated by the Board of district administration at any time.
- The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

The authority granted by this Resolution, effective immediately, authorizes the Superintendent to allow designated classifications of employees to be permitted to telework in accordance with established district procedures as necessary in the best interest of the district beginning September 14, 2021, and continuing until June 30, 2022 unless the Board takes subsequent action to end the telework agreement, is hereby adopted on the date signed below.

Adopted this 13th day of September, 2021, by the Board of Trustees.

  
 Marlene Bullard  
 Tornillo ISD Board President

  
 Ofelia Bosquez  
 Tornillo ISD Board Secretary

  
 Rosy Vega-Barrio  
 Tornillo ISD Superintendent

Approved as to form:

/s/ Priscilla de Mata

Priscilla de Mata, Esq.  
 Blanco Ordoñez Mata & Wechsler, P.C.  
 General Counsel for Tornillo ISD