



MEMORANDUM

TO: Principals/Supervisors

FROM: Matthew Teaford, Chief Human Resources Officer

DATE: April 16, 2020

SUBJECT: Out-of-area telework

of the 2019-20 academic year, the District has encouraged as many employees as possible to telework from alternate work locations.

expectation is that teleworking employees will work from a location in the Anchorage or Mat-Su Valley areas, typically from their residence. Telework from local areas is strongly preferred because:

- a) The State of Alaska has issued a strong advisory against all non-essential travel within Alaska and against all interstate travel to and from Alaska;
- b) Any ASD employee who is teleworking must be available to return to a work location with 24 hours' notice; and
- c) Employees teleworking out-of-state would be subject to the State's 14-day mandatory quarantine upon returning to Alaska.

Although telework from the local area is strongly preferred for the foregoing reasons, the District recognizes that in rare instances, compelling personal circumstances may substantiate a basis for an employee to telework from a more distant location.

The following protocol will apply for consideration of an employee for an out-of-area telework exception:

- 1) Requests to telework from a location outside the Anchorage or Mat-Su Valley areas or from outside Alaska must be submitted by email to the Chief Human Resources Officer, LaborRelations@asdk12.org.

- 2) The request for out-of-area telework must be based upon a compelling personal reason such as, but not limited to:
 - a) death or serious illness/injury of an out-of-area family member;
 - b) provider-recommended out-of-area medical treatment;
 - c) other medical reasons substantiated by a medical provider; or
 - d) other compelling personnel reasons related to the COVID-19 crisis.
- 3) Approval of any request for out-of-express acknowledgment that they will either notice or take leave. Entry of leave will be required even when the reason preventing