



IPS Enterprises, Inc.  
Alternative Work Location Policy

Objective: IPS Enterprises, Inc. (IPS) recognizes that certain positions and functionality would benefit from allowing flexibility in scheduling and/or alternative work arrangements. An alternative work arrangement allows some flexibility to the traditional work location or schedule, based on the needs and resource of IPS departments. The purpose of this policy is to provide guidelines to IPS administrators and staff in implementing alternative work arrangements.

Definitions:

1. "Alternate Work Location" means a space not owned or leased by IPS
2. "Assigned Worksite" means the office location where a telecommuting employee typically works.
3. "Telecommuting" means the performance of the essential functions of one's job description in an alternate work location. Telecommuting may be accomplished by use of telephones, cellphones or other handheld devices, laptops, desktop computers, or other such devices or equipment which facilitate the accomplishment of an employee's respective work duties.

Telecommuting:

1. Telecommuting is not required for all positions. It is a privilege granted to employees based on their job duties and the needs of the organization.



4. Job responsibilities must be suited for a telecommuting arrangement. The needs of the department and of IPS will be taken into account when this work arrangement is approved. Factors for IPS consider include, but are not limited to:
  - a. Does the position require onsite resources only?
  - b. Is direct contact with students, parents, or other IPS personnel a primary responsibility?
  - c. Is the employee able to independently access information required to perform the essential functions of the position?
  - d. Does the employee have sufficient autonomy and decision-making authority to work remotely?
5. Telecommuting must be approved in advance by role and agreed to by the employee's immediate supervisor. Human Assets will conduct periodic reviews of telecommuting eligibility by role to confirm the reasons telecommuting is considered appropriate.
6. The following guidelines must be satisfied:
  - a. Telecommuting employees are responsible for maintaining and protecting equipment (including computers or other technology devices) provided by IPS. Equipment provided by IPS shall be used for work-related purposes only, and the employee must comply with IPS Acceptable Use policy.
  - b. Telecommuting employees must create and save all IPS product on the designated IPS network location.
  - c. Telecommuting employees are responsible for protecting Tw 7.385 c2at (po)-3 (ns) f



- d. Each telecommuting employee and his or her immediate supervisor must agree in advance on a specific work arrangement, including workdays, hours, and location. Agreement should be in writing and should include:
- i. The schedule the employee will work away from an ~~IPS~~ site;  
and
  - ii. The job duties that can be accomplish





### CERTIFICATION

The undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of a Board Policy adopted by the Directors of the Corporation on June 11, 2021, which Policy is in full force and effect and has not been revoked or amended.

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Ryan Vaughan, Board Secretary

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Date

Date Adopted: June 11, 2021