



SCHOOL DISTRICT OF SHIOCTON

N5650 Broad St, P.O. Box 68, Shiocton, WI 54170-0068
(920) 986-3351 • Fax (920) 986-3291

Nichole J. Schweitzer
District Administrator
Extension 761

Nicholas M. Ortlieb
Grades 7-12 Principal
Extension 751

Kim M. Griesbach
Grades PK-6 Principal
Extension 747

Kelly J. Thiel
Special Education Director
Extension 773

Remote Work Agreement

This Remote Work Agreement (“Agreement”) memorializes the agreement between the School District of Shiocton (“District”) and [EMPLOYEE NAME] (“Employee”), to allow the Employee to work remotely pursuant to the following terms and conditions:

- Term.** The District and Employee agree that the terms of this Agreement shall be in effect from [START DATE] to [END DATE], at which time the District shall determine whether an extension to the Agreement is required.
- Schedule and Hours.** The District and Employee agree that the Employee’s work schedule during the term of this agreement shall remain the same as if reporting to work on-site. The District and Employee agree that the Employee’s teaching/support schedule during the term of this agreement shall also remain the same as if reporting to work on-site.
- Work Location.** The Employee’s remote work location shall be the location that the District has on file as the Employee’s home address. If the Employee plans to work at an alternate location other than that listed as his or her home address, the Employee must inform the District in advance. The Employee must work at the Employee’s assigned District building or other District-assigned location at any time when not at the designated remote work location. The Employee’s supervisor may direct the Employee to report to the Employee’s assigned District building if needed.
- Policies and Procedures.** The Employee agrees to comply with all District policies and procedures while working remotely, including the Employee Handbook, board policies, and the School District of Shiocton Remote Work Guidelines. Failure to do so will result in discipline, up to and including termination.
- Terms and Conditions.** The Employee may participate in the Remote Work Agreement if s/he is quarantined due to “close contact” status and/or is asymptomatic or otherwise not showing symptoms the like of which would ordinarily cause the Employee to be out of the physical classroom or use a sick day. The purpose of the Remote Work Agreement is to afford the healthy, non-symptomatic employee the opportunity to continue to conduct his/her instruction via remote means. Where the Employee is exhibiting symptoms that would interfere with his/her ability to conduct instruction, then s/he is expected to take a sick day and provide substitute plans.
- Other Terms and Conditions.** List here any other terms and conditions specific to the employee’s position or work schedule as agreed upon by the District and Employee.

“Where Excellence is Expected”

The Shiocton School District does not discriminate on the basis of race, sex, color, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.



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7. **Individually Contracted Employees.** For an employee under an individual employment contract with the District, this Agreement will not change or alter the provisions of the employee's individual contract. If there are any conflicts between the individual contract and this Agreement, the individual contract shall control.
8. **Termination.** The District may terminate this Agreement immediately and without prior notice based upon the operational needs of the District.

By signing below, I agree to comply with all District policies and procedures, including the terms of this Agreement. I understand this Agreement may be revised or terminated at any time by the District.

SCHOOL DISTRICT OF SHIOCTON

Employee Name

Building Principal or Direct Supervisor

Employee Signature

Signature

Date

Date

District Office Administrator

Signature

Date

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