

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: TELEWORK PROGRAM POLICY HYBRID POLICY-HOLIDAYS
EMPLOYEE PROCEDURES MANUAL	<u>SECTION: 7.12</u> <u>PAGE 1 OF 1</u> <u>EFFECTIVE DATE:</u> <u>NOV. 1, 2023</u> <u>REVISION #2:</u> <u>OCT. 21, 2024</u>

MISSISSIPPI DEPARTMENT OF EDUCATION
Hybrid Holiday Telecommuting Arrangements

During the holiday season(s) and during school district vacations, temporary hybrid telecommuting arrangements *may* be available, subject to approval by Division Chiefs and the Office of Human Resources (OHR). These arrangements are approved on a case-by-case basis, with no expectation of ongoing continuance or recurrence.

Effective Fall 2024, temporary telecommuting arrangements may be available during the following dates:

- November 25, 2024, through November 27, 2024
- December 20, 2024, through January 3, 2025

During this period, Chiefs are responsible for ensuring at least one employee in each of its program offices is on site (CHS or Greymont) each working day from 8:00 a.m. to 5:00 p.m. While on site, that employee shall be responsible for answering the main phone line for that program office and onsite visitors. The individual onsite shall not be the same employee each working day. All other employees are permitted to telework if an employee and his/her Chief determine telecommuting is appropriate during these periods, agree to the terms of the telecommuting arrangement, complete a telecommute agreement, and file the agreement with OHR.

All telecommuting arrangements shall comply with the terms and conditions of MDE's teleworking program policy found in Section 7.1 of the MDE Employee Procedures Manual.