

Tips For Members Working Remotely

- Keep a log of all work, with times, that you complete remotely. This should include time spent answering emails or phone calls, preparing lessons, grading, professional development, etc. If your district provided a minimum amount of time, ensure your log meets those minimums. If no minimum was provided, there should be at least 4 hours of work (the minimum required by the State for a school day). Also log any difficulties you experience (ie: internet outage).
- All lessons prepared should have a connection to your State standards or district curriculum.
- Be available during school hours for phone calls and e-mails. If not answered immediately, calls should be returned promptly.
- Use district e-mail servers and approved district media (ie: Google Classroom) only.
- If you must use your home or cell phone, dial out using *67, especially if contacting students or parents. As much as possible, avoid talking to students on the phone.
- Avoid posting on social media during school hours, including your “office hours.”
- At all times, refrain from posting on social media your opinions of the state of public education (either in general or specific to your district).
- Unless your district specified that you must record videos or complete live “video chats” with students, it is recommended that you avoid video recording or live streaming yourself.
- If you begin to experience symptoms of coronavirus, be sure to notify your district immediately and have plans available for continued student instruction should you not be well enough to continue working remotely.
- You are still working under the terms and conditions of your contract and district policies and procedures are in effect. During the modified workday and location, act as though you are in your classroom.
- You are entitled to use contractual benefits (ie: sick leave or family leave) as needed and you can still be disciplined for your conduct.
- Take appropriate breaks from the computer and exercise with short walks around the house or neighborhood.
- Only enter school property with permission from district administration and follow procedures.
- For school staff being required to report to district property, avoid as much contact with other staff as possible. If you are required to clean, check Safety Data Sheets (SDS) for any chemicals and utilize any safety gear indicated. It is the district’s responsibility to provide this equipment.

If you have additional questions or concerns, please contact your local association. NJEA staff are working and are available to assist through the local president.