



STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

July 24, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals

FROM: Dr. Christina M. Kishimoto
Superintendent

A handwritten signature in blue ink, appearing to read "Christina M. Kishimoto", written over a light blue horizontal line.

SUBJECT: Update on Telework

As we move forward in our commitment to reopen schools, we look forward to safely welcoming our students and staff back for the 2020-2021 school year. Everyone from state office personnel to school personnel have an integral part to ensure our students have a safe return to campus, which is consistent with the Board of Education (BOE) principle of "Working Toward Togetherness."

The BOE has prioritized in-person instruction as much as possible, where the educator delivers face-to-face instruction in the same physical space as students. Therefore, the Department's expectation is that staff will physically report to their central work site unless a supervisor has noted a need to grant an exception.

On a case-by-case basis, the Department may utilize the option to telework as long as employees are fulfilling their usual and customary job duties as if they were in their central work site.

Telework is a management right, and administrators may deny requests if they determine it is not in the best interest of students or the Department. Teleworking is not suitable for employees whose positions require the employee to have face-to-face contact with the supervisor, co-workers, students, or the general public (e.g., a classroom teacher who is assigned a group of students on campus would not be eligible for telework). Teleworking is not suitable for employees whose positions require the employee to have physical interaction with systems, equipment, or their work site (e.g., a custodian would not be eligible for telework).

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Before a request for telework will be considered, an employee shall complete Attachment B - Request for Participation in the Telework Program, and have a discussion with their supervisor to determine if telework may be allowed. If the request is approved, a new telework agreement is required. All telework forms and agreements shall be kept in the employees file at the school or office. Follow the [link](#) to access information on the Department's current Telework Program.

If we are working together and are committed together, we will have a successful reopening of our schools. It is important that we take personal responsibility and do what we can for a successful reopening. The learning environments in our schools will be different, and everyone will need to learn the necessary protocols that are important for keeping our schools safe.

Please contact the Office of Talent Management at (808) 441-8300 or email otmhelp@k12.hi.us with any questions or concerns.

CMK:sb
c: Deputy Superintendent
Communications Branch
Office of Talent Management