



McCABE UNION ELEMENTARY SCHOOL DISTRICT
701 West McCabe Road, El Centro, California 92243

**Remote Working
Weekly Log
2020-2021**

Remote Working Protocols:

- *Employees will be available to the District during their work/contracted hours.
- *Employees will be available to perform work on-site or away from their physical work location.
- *Employees will check and respond to emails throughout their contracted day.
- *Employees will be available (within an hour) if asked to return to their physical work location.
- *When working "On-Site", list the physical areas accessed and duties completed on campus.
- *Record any employee absences on the log and submit the Employee Absence Form.
- *Email the "Remote Working Weekly Log" by Friday to remoteworking@muesd.net.

Employee Name Employee Title

Week of Work Schedule (Contracted Hours)

Date	Detailed Work Activity	On Site Activities List Physical Locations & Duties Completed

I certify that the time recorded on this log is a true after-the-fact representation of the actual time worked on specific programs/activities for the period indicated, and I have full knowledge of 100 percent of these activities.

Employee Signature

Date:

Administrator Signature

Date:

Office Use Only
Date Submitted:
Absence Slips Posted:
Work Log Posted:
Office Initials: