

## GUIDELINES FOR HOME VISITS BY CERTIFICATED EMPLOYEES

No certificated employee shall be required to make home visits unless home visits are required by a particular duty statement in the employee's job description or unless home visits are required by the particular program under which the person is employed.

A plan to make home visits and specific scheduling of home visits are subject to approval by the employee's immediate supervisor.

Where practical, at least two (2) District employees should be present at all home visits. A wireless/cellular telephone should be carried. If an employee uses his/her private vehicle for home visits, reimbursement for mileage may be secured according to designated procedures.

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