



Book	Board of Trustees Policy
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Agora Cyber Charter School
1018 W 8th Ave
King of Prussia, Pennsylvania 19406
Board of Trustees Policy

VIRTUAL EMPLOYEE RESIDENCY POLICY

The Agora Cyber Charter School ("Charter School") will make every effort to hire employees who reside in Pennsylvania. This policy applies to employees who are designated as a virtual employee and not for positions that are geographically- and/or office-based.

A virtual employee who does not reside in Pennsylvania shall live in a state that borders Pennsylvania or within fifty (50) miles of the Pennsylvania border.

Employees are required to notify Human Resources of any move thirty (30) days in advance of the move. Failure to notify Human Resources of a move outside of Pennsylvania may result in disciplinary action up to and including termination.

Employees are required to attend school events in Pennsylvania that are relevant to their position and/or required for their continued employment. The Charter School will provide as much advanced notice of required in-person attendance as feasible for each such event.

The following is a list of examples of events that employees may be required to attend. While this list contains examples of events, other events may be added as deemed appropriate by Charter School's Administration.

- Back-to-school events
- PSSA and/or Keystone State Testing
- In-service events
- Agora Day Out activities
- Meetings at Charter School Administrative Offices

Employees residing outside of Pennsylvania share receive mileage reimbursement but shall not enjoy greater mileage reimbursement than the maximumly allowed reimbursable amount for an in-state employee. Any additional costs required to attend these events such as, but not limited to, meals and accommodations are the responsibility of the employee.

Relocating employees need to be aware that benefit networks will vary based upon the area of relocation. The employee will bear any costs associated that may necessitate the use of out-ofnetwork benefit providers. The Charter School is also not responsible for withholding taxes in accordance with laws of states beyond fifty (50) miles of Pennsylvania's border.

This policy applies to all categories of virtual employees at the Charter School. Disciplinary action will be taken against any individual who violates the terms of this policy and/ or who fails to attend required in-person events.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENTS.