Administrative Procedure 421

WORK FROM ALTERNATE LOCATION

Background

The Division recognizes that, in certain unique circumstances, the use of flexible working arrangements can be beneficial to both the employee and the school division. As such, the Division supports the concept of working at an alternate location, such as the employee's home. Typically, if a work from an alternate location arrangement is approved, a blend of working at an alternate location and on site will be the standard. Typically, this will be applied to out of scope employees but in unique circumstances, other employees would be considered.

Procedures

1. Principles, Criteria and Guidelines for Working in Alternate Locations
   - 1.1 The Division recognizes that working at an alternate location should be beneficial to both the employee and the employer.
   - 1.2 An alternate working location can be initiated by the Division or by the employee. However, the supervisor and the appropriate human resources personnel are responsible for the decision regarding the alternate arrangement.
   - 1.3 Arrangements to work at an alternate location can either be temporary or can be longer term.
   - 1.4 Working at an alternate location shall be compatible with the employee's job duties and responsibilities and/or personal circumstances, as determined by the employee's supervisor.
   - 1.5 When assessing working at an alternate location, the following factors will be considered; nature of position/tasks, operational needs, ability to maintain appropriate service levels, performance and productivity of the employee and the ability to work independently with minimal supervision.
   - 1.6 Employees who work from an alternate location are required to follow regular work hours.
   - 1.7 Employees who have received approval to work from an alternate location are to participate in meetings or report to the office as requested by their supervisor.
   - 1.8 If working at an alternate location is approved, the arrangement does not change the employee's basic terms and conditions of employment with the Division under the applicable collective agreement, employment contract, policies, and legislation.
   - 1.9 Working at an alternate location arrangement will be reviewed on a regular basis. The employer reserves the right to change or end the arrangement at any time and will ensure reasonable notice to the employee is provided.

2. Requesting Leaves
   - 2.1 The normal processes apply for seeking approval for vacation, illness, or other absences. (i.e.: if the employee has a scheduled medical appointment, the employee must submit a medical leave).
   - 2.2 Employees are expected to follow the regular leave processes which includes communicating with their supervisors and the Office Assistant.
   - 2.3 Employees who are uncertain whether such requests are compatible with the working from an alternate location arrangement can contact Human Resources for clarification. For clarity, working at an alternate location, in and of itself, shall not trigger overtime.

3. Information Security
   3.1 The employee who works at an alternate location is responsible for protecting the Division's data by adhering to AP 805 Acceptable Use of Technology for Employees. The employee must comply with all division guidelines to protect the Divisions data and the use of computer hardware and software.

4. Expenses
   4.1 Working from an alternate location provides flexibility for employees and therefore is seen as benefit. As it is not a condition of employment for employees to work remotely, Canada Revenue Agency form T2200 will not be completed. However, on a case by case basis, an employee may be reimbursed for additional expenses incurred for items required by the school division.

5. Safety
   5.1 It is the expectation of the Division that the employee shall maintain their workspace in a safe condition, free from hazards and other dangers to the employees and or the Division's equipment.

Approved: September 1, 2021