

## WORKING FROM HOME

### Background:

The Division recognizes some roles can be accomplished by staff who work from home. Fundamental to Division operations is the ability for staff to safely fulfill all work requirements of their position regardless of physical workplace location.

### Procedures:

1. Working from home will be considered on a case-by-case basis by the supervisor.
2. The supervisor shall not approve working from home unless the supervisor concludes the employee will be able to fulfill all work requirements to the same extent as if the employee remained working in the office.
3. The [Working from Home Arrangement](#) (Form 406-1) will be specified by the supervisor in writing. The supervisor may make changes to the working schedule at any time. Such changes will be communicated to the employee in writing.
4. The supervisor shall monitor the employee's performance on an ongoing basis. If at any time the supervisor is of the opinion the working from home arrangement is no longer satisfactory for any reason, the supervisor shall direct the employee to return to work at the office. Such direction shall be effective on the date required by the supervisor, but shall be no later than one week following the directive.
5. All benefits and obligations of the [Classified Handbook](#) and the employment contract continue to apply to employees on a working from home arrangement.
6. Working from home does not constitute or allow for flexible work hours. It is only a change in working location.
7. For the purposes of work-related travel, the employee's 'home office' is Central Services and incremental mileage will be calculated as per [Administrative Procedure 513: Employee Business Expenses](#).
8. Employees working from home will not have a dedicated workspace at the office. There will be workstations identified for staff "hoteling" when they do come into the office.
9. Employees will be required in the office as outlined in their [Working from Home Arrangement](#) (Form 406-1).
10. Employees must complete a [Working from Home Hazard Assessment](#) (Form 406-2) and submit to the supervisor and the OHS Specialist, Human Resources.

### Operational Requirements

11. To ensure safety of the Division's data and confidential information, computer work done while working from home must be done using a Division device and a secure internet connection. The device must be stored in a secure location in the employee's home. It should not be stored in a vehicle unless travelling.
12. A laptop (or desktop), docking station, monitors, keyboard, mouse, webcam and speakers (as required) will be provided by the Division. This equipment must be returned to the

Division should the employee leave employment or when the working from home arrangement ends.

13. The employee must provide their own safe, isolated, quiet and ergonomic workspace at home, including their own desk and chair.
14. Any costs associated with the set up and use of furniture and equipment will be the responsibility of the employee. This includes cost of internet and telephone services, which all employees are expected to have access to. The employee will not receive a T2200 Declaration of Conditions of Employment from the Division.

### **Employee's Responsibilities**

15. The employee must be readily available for communication with the supervisor and Division staff during work hours. A Jabber online phone must be open during work hours and is the preferred method of communication divisionwide.
16. The employee must take all reasonable precautions necessary to secure the Division's information and equipment.
17. The employee must at all times during work hours be readily available for a call back into the office with short notice—for example, working from a vacation home is not acceptable. The employee must have access to transportation—such as a vehicle, taxi or other public transportation—to come into work immediately should the need arise. Costs related to transportation will not be covered by the Division.
18. Periodic call back to the office may be required and is at the discretion of the supervisor. This can include for busy work periods, critical meetings, training of new employees and other tasks deemed appropriate.
19. Employees who work alone from home must establish periodic check-ins with their department. The frequency, timing and method of contact is determined by the department's working alone protocol.
20. Employees on a working from home arrangement must continue to display professionalism, including:
  - 20.1. Dressing appropriately;
  - 20.2. Ensuring the "background wall" for calls is professional; and
  - 20.3. Engaging during meetings, including turning on their camera, listening attentively, not working on other tasks or email, and taking part in group discussions.
21. Ensure the [Working from Home Hazard Assessment](#) (Form 406-2) is completed and follow recommended [ergonomic protocols](#) that include taking microbreaks and stretching to prevent repetitive strain injuries.
22. Report work-related incidents and injuries as per [Administrative Procedure 160: Health and Safety Roles and Responsibilities](#).

### **Supervisor's Responsibilities**

23. The supervisor must monitor the working from home arrangement to ensure agreed work outcomes are consistently being delivered.
24. The supervisor must schedule communication meetings, including methods of disseminating information to staff who are working from home; regular check-ins may be necessary.

25. The supervisor must review the [Working from Home Arrangement](#) (Form 406-1) on a regular basis. Should the supervisor conclude the working from home arrangement is not operating successfully, the employee shall be recalled to the office with one week's notice in writing.
26. The supervisor must ensure the [Working from Home Hazard Assessment](#) (Form 406-2) is completed and complied with. If the employee works alone, the protocol and frequency for a working alone check-in with a supervisor or designate—that follows Division and site-specific procedures—must be clearly established. An employee is working alone if there is no one else in the home who can offer assistance in the event of an emergency.

**Reference:**

Section 52, 53, 222 *Education Act*

*Occupational Health and Safety Act*, Regulations and Code (Part 28)

[Administrative Procedure 405: Working Alone](#)