



Administrative Procedures

AP-518	Date of implementation: August 2020
	Date of update:
	Related Administrative Procedures:
HOME-BASED WORK	

Purpose: The Division recognizes that the work environment has changed. The use of flexible working arrangements can assist staff in balancing their family and other responsibilities with their work commitments as well as improve the recruitment and retention objectives of the Division.

Where an individual volunteers for home-based working, flexibility arrangements will depend on the individual's role in the Division, personal preferences and circumstances. However, for this to be approved, the Director of Education will need to be satisfied that the quality of service is maintained and that it does not create difficulties for the organization.

The objectives of flexible, home-based working arrangements are:

- To enhance employees' lives with improved balance between personal and work responsibilities.
- To continue to increase the reputation of the Division as a progressive employer.
- To accommodate the needs for workspace either on a short-term or long-term basis.
- To be environmentally conscientious and reduce the use of resources.

Generally, the following types of work would be considered suitable for home-based working arrangements:

- Work requiring minimal supervision.
- Work requiring minimal teamwork or that which is conducive to other means of collaboration tools.
- Requires minimal client contact or is achievable via other means such as phone or email.
- Workflow or demands are within the control of the employee.

Procedures:

- 1) The review of an employee or position to be considered for home-based status within the terms outlined in this administrative procedure may be initiated by:
 - a) A current employee upon successful completion of a suitable induction period.

b) The employer.

2) Criteria

- a) Eligibility criteria, related to the nature of the position, need to consider the following:
- i) The quality of service to internal or external clients will not be compromised or is positively impacted (*reduction of "windshield time"*).
 - ii) Clear objectives and measurable output can be established and monitored. The essential requirement of the position can be achieved.
 - iii) Effective communication arrangements are available.
 - iv) There are no additional costs beyond the equipment necessary for the employee unless specifically outlined in the contract of employment (*Division may agree to pay for use of home printer or printer expenses, internet connection, locking cabinet, etc.*).
 - v) Costs can be minimized for the Division (*establish "home" location for purposes of travel reimbursement*).
 - vi) The overall needs of the department/Division are not negatively impacted.
- b) Suitability criteria, related to the nature of the employee, and the impact of home-based working on the team(s) and quality of service, need to consider the following:
- i) The employee must have achieved satisfactory performance in the most recent performance review.
 - ii) Good communication skills.
 - iii) Demonstrated self-discipline and self-motivation with minimal need for supervision and proven ability to use their own initiative.
 - iv) Good time and workload management skills including ability to prioritize assignments.
 - v) Team effectiveness will be unchanged.
 - vi) Quality of service provision will be unchanged.
- c) Home circumstances criteria related to the environment need to consider the following:
- i) Must have a suitable space for office equipment.
 - ii) Must have suitable arrangements for security/confidentiality.
 - iii) Where there are dependents, arrangements can be managed to allow home working at agreed times with minimal distraction.

3) Conditions and Responsibilities

- a) Employees must have access to appropriate technology and equipment and confirm it is in acceptable working condition prior to working at home.
- b) The working arrangement is reviewed by the employee with their supervisor on a regular basis.
- c) Communication methods and contact times with colleagues and supervisor are agreed to in advance. Response times are acceptable and within the agreed upon time frames.
- d) Key issues and exceptional events that arise are reported immediately.
- e) The supervisor agrees to monitor targets and output.

4) Application

- a) Each application is assessed on its own merit and takes into consideration the established criteria, the personal circumstances of the employee or the work circumstances of the Division.
- b) The application shall include, but not be limited to, the following:
 - i) Detailed review of role and responsibility of the position.
 - ii) Draft home/on-site work plan.
 - iii) In the case of an employee, the completion of a personal assessment of suitability checklist for discussion with their immediate supervisor. The supervisor will be required to support the application prior to submitting it to the Human Resources Department.
 - iv) In the case of the Division, a detailed plan of the benefits to be achieved and submit it directly to the Human Resources Department.

5) Approval

- a) Are granted in writing by the Director of Education.
- b) Subject to continual review.

6) Hours of Work

- a) An employee's total contractual hours are not affected by home based work arrangements.
- b) An employee must adhere to the approved working arrangement and ensure modifications are approved by their supervisor in advance.
- c) Supervisor must monitor hours worked ensuring they are within the contract agreement and minimizes risk of potential overtime provisions.

7) Security of Information

- a) Soft copies are preferred.
- b) Hard copies of documents, when required, must always be kept confidential and secure. They must be returned to the office as soon as possible.
- c) Equipment must be kept secure (*i.e. not left in the trunk of a car*).

8) Termination of Home-Based Working

- a) An employee or the supervisor has the right to terminate the home-based working arrangement based on evaluation of eligibility, suitability and home circumstances criteria as outlined in this administrative procedure.
 - b) Notification of terminating the home-based work shall be provided in writing and outline the reasons. In addition, adequate notice shall be provided to allow for the employee and/or employer to plan for the transition of workplace.
- 9) An employee found to be in contravention of the expectations outlined may, in addition to losing the privilege temporarily or permanently, be subject to the disciplinary process.