

## Administrative Procedures

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| <b>AP-518</b>      | <b>Date of implementation:</b> August 2020 |
|                    | <b>Date of update:</b> June 21, 2022       |
| <b>REMOTE WORK</b> | <b>Date effective:</b> August 24, 2022     |
|                    | <b>Related Administrative Procedures:</b>  |

**Purpose:** The Division has had the opportunity to explore the benefits and challenges of working remotely or interacting with those working remotely. As a Division, we are working through what it looks like to return to more customary operations.

### Procedures:

Work based out of schools and Division facilities will continue to be our default expectation. As noted in our LINC agreement, teachers will take their preparation time in a Prairie Spirit facility. In specific situations or on rare occasions, teachers may take their preparation time outside of a Division facility, if approved by their in-school Administrator or supervisor.

Similarly, employees in roles that do not require in person or on location service will still work from Division facilities. Supervisors will have the ability to approve remote work by exception for these employees on an unscheduled basis for specific situations where the supervisor deems it necessary. In such cases, the full role and responsibility must be carried out with no reduction in service. Such approved occurrences will be entered into Atrieve as workdays outside of a Prairie Spirit facility using the code "remote location".

Employees continue to have the ability to request medical accommodations, which may include considerations related to work location. As with all accommodation requests, supporting documentation is required that provides specific medical restriction information. This restriction information must address the medical need to work from home for the request for accommodation.

There may be isolated situations by exception where the Division deems it appropriate to consider a formalized remote work arrangement with an employee.

When remote work is approved by exception, the location:

- Must have a suitable space for office equipment.
- Must have suitable arrangements for security/confidentiality.
- Where there are dependents, arrangements can be managed to allow home working at agreed times with minimal distraction.

When remote work is approved by exception, security of information must be maintained.

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