

## Administrative Procedures

<b>AP-518</b>	<b>Date of implementation:</b> August 2020
	<b>Date of review :</b> October 23 2024
	<b>Related Administrative Procedures:</b>
<b>REMOTE WORK</b>	

**Purpose:** 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.

**Definition:**

Remote Work - the employee is working from a location other than a Prairie Spirit facility.

**Procedures:**

1) Requests and Approvals

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

2) Work Location and Environment

- a) 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.
- b) 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".
- c) When remote work is approved by exception, the location:
  - 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.
- d) When performing duties in a remote environment, the employee agrees that all information that is not public must be treated as confidential. The employee will take precautions to:
  - i) Ensure that personal information of students, parents, staff, and others is kept secure.
  - ii) Maintain the confidentiality of all Division and student information at all times.
  - iii) Take special care while information/documents are being transported to and from the employee's remote workspace, and while in the remote workspace.