

**NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
INFORMATION SHEET**

DATE: November 9, 2022
TO: Business Committee
FROM: Shawn Johnston, Executive Director of HR
SUBJECT: New Administrative Procedure – Remote Work

Background

The District recognizes that, where possible, providing employees with the opportunity for remote work, helps the District achieve its strategic goals, including: recruiting and retaining talent, minimizing environmental impacts, and increasing employee wellness.

The purpose of this Information Sheet is to outline a newly created AP regarding remote work arrangements (RWAs).

Discussion

The vast majority of work in our district requires employees to be on site. However, we do have positions where the possibility for remote work exists. The COVID-19 pandemic provided opportunities to pilot remote work and optimize the tools needed for remote work, such as Microsoft Teams, paperless file management, etc.

Discussions within the District's management groups indicates that remote work has been a net positive for the District. Notably:

- having some employees work off site on some days has been helpful in addressing a space crunch in the DAC and FAC buildings;
- employees have reported positive wellness benefits of spending parts of their work week working remotely;
- temporary RWAs have allowed newly hired employees to start with the District earlier than would have been possible had they needed to move to Nanaimo prior to commencing work; and
- remote work has not resulted in any notable reductions in productivity, or barriers to managing employees.

The AP provides structure for remote work arrangements (RWAs), that will help maximize their utility and success. It provides clarity regarding responsibilities of each party, eligibility for RWAs, the process of requesting and RWAs, and clarity of the District's expectations of employees while working remotely.

The AP provides guidance to employees on how to request RWAs, to managers on how to consider them, and to all parties on what is expected to ensure RWAs are successful.

Both union Presidents have been updated on this draft AP, it's purpose, and how it helps eligible employees, their managers, and the District move forward successfully with providing RWAs where appropriate.

Appendix A: Draft Administrative Procedure – Remote Work

Appendix B: Remote Work Agreement Form

