

Administrative Procedure – Remote Work



AP XX – Remote Work

Purpose

Nanaimo Ladysmith Public Schools (“NLPS” or the “District”) recognizes that providing flexibility to employees, including the opportunity for remote work, where and when possible, helps the District achieve its strategic goals, including: recruiting and retaining talent, minimizing environmental impacts, and increasing employee wellness. The purpose of this Administrative Procedure is to provide structure to Remote Work Arrangements (RWAs), so that employees, managers, clients, and colleagues have the clarity to maximize the success of RWAs.

Definitions

Remote Work Arrangements (RWAs): Arrangements approved by an employee and their supervisor that allows the employee to perform their job duties at a remote location on a scheduled and ongoing basis. This does not include temporary arrangements as approved by the Manager.

Eligible Employees: Employees that are in positions that meet the requirements for remote work. Employees who are in roles requiring “in-person” service are generally not eligible.

Policy

The District will consider RWAs for Eligible Employees where the following criteria are met:

1. The RWA coordinates with the needs of internal and external stakeholders;
2. The RWA has no adverse impact on co-workers, workflow, or other departments;
3. The level of productivity and quality of work is maintained, and operational deadlines are met;
4. There is no increase in labour or operational costs to the organization, including overtime;
5. The provisions of applicable employment legislation and Collective Agreements are respected;

The District may cancel an RWA with a minimum notice of two weeks in the event the arrangement is no longer working due to business needs, performance, or conduct concerns. Notwithstanding, the Manager/Director, in consultation with Human Resources (“HR”), may also terminate or suspend an RWA immediately if warranted.

Responsibilities

Employees

- Gain approval of the RWA from their Manager.
- Follow the Expectations of the program as outlined below.
- Ensure knowledge of and adherence to District policies (e.g. Use of Technology, Confidentiality, FIPPA, etc.).

Managers

- Ensure the RWA approval/denial decision adheres to the guidelines.
- Advise employee of final decision.
- If approved, forward the request to HR and copy the employee.
- Monitor and evaluate the effectiveness of any approved RWAs, discuss any concerns with HR.

Human Resources Department

- Ensures the RWA adheres to the guidelines.
- If the request is approved, provide written confirmation to the employee.
- If the application by a unionized employee is denied, notify the Union.
- Maintain records related to RWA approval.

Eligibility Requirements

The following outlines the factors that must be considered by Managers/Directors, in consultation with HR as required, when assessing RWA requests:

Job Eligibility

- Degree to which the work duties can be completed with online platforms and/or remote technology.
- Degree of necessity to be on-site to be operationally effective (e.g. requirement for in person service and face-to-face interaction or reliance on equipment).
- Degree of impact on stakeholders (e.g. external, internal work group, other departments, students).
- The department's ability to retain the right mix of people working remotely and working in the office to meet job requirements, including coverage for vacation, illness and other absences.
- Any additional considerations determined by the Manager/Director.

Employee Eligibility

- Have completed probationary period, unless the Manager and Human Resources agree otherwise.
- Have completed the District's mandatory *Freedom of Information and Protection of Privacy Act* training.
- Have demonstrated a good understanding of job requirements and skills in time management and workload management.
- Have demonstrated ability to meet performance expectations.
- Be able to work well independently with little or no supervision.

Location Eligibility

- Must be a dedicated workspace in professional and safe condition with the required equipment and supplies, secure internet, and a secure location for files.
- Must be within reasonable distance to the employee's regular office location as agreed between the Manager and Eligible Employee. Any exceptions must be approved in writing.
- Must be free of distraction.

Process

1. The employee requests a RWA for the Managers approval using the Remote Work Agreement form.
2. If the request is approved or denied, the Manager forwards to HR.
3. The Manager and/or HR notifies the employee of the final decision on the request.

Administration

Upon approval of the RWA request, the following outlines the requirements and responsibilities associated with the arrangement:

- An employee may be required to attend work on their scheduled remote work day(s) for operational reasons.
- Employees are not eligible to claim expenses from the District incurred from working remotely (e.g., Internet, cellphone, etc.) as the RWA is not a requirement of employment.
- The District assumes no responsibility for any damage to, wear of, or loss of any of the employee's personal property.
- Any at-home use of District-owned resources must be pre-approved by the Manager.

Expectations

Upon approval of the RWA request, the following are expectations of employees working remotely:

- Adhere to all District policies, procedures, and guidelines.
- Maintain a defined and secure workspace that meets the corporate and departmental occupational health and safety policies and other safety regulations that may apply.
- Maintain the same performance standards as when working in the regular work environment.
- Have a suitable remote work location, reliable high-speed internet capability, an appropriate ergonomic setup, and be reasonably free from interruption.
- Confirm working alone call in procedures with Manager and check in and out with Manager accordingly.
- Maintain strong communication by conducting regular check-ins with the manager and co-workers.
- Attend the office when business/operational need arises.
- Work regular business hours, as per the Collective Agreement for bargaining unit employees.
- Maintain data and document security and confidentiality.
- Ensure proper disposal of materials used during District business; materials must be returned to the District for proper shredding.
- Assume any additional costs incurred to maintain remote workspace (e.g., insurance, utilities, Internet and data, supplies and furniture).
- Protect any District-owned resources from theft, damage, or misuse.
- Agree to return, in good working order and as soon as reasonably feasible, all District-owned resources used at their remote location upon request or if the RWA is discontinued for any reason.

Care of Dependents and Elders

- To ensure a distraction-free work environment, the Employee will ensure dependent care arrangements are in place during hours of work.
- Should a situation develop where the Employee is unable to make alternate dependent care arrangements, they will immediately advise their Supervisor to discuss possible options.

Effective: November 9, 2022