

STAFF AND HUMAN RESOURCES POLICY

14.0

Policy Title: Work From Home/Corporate Office

Last Approved: October 2023

BACKGROUND

Saskatchewan School Boards Association ('Association') sees the value in providing employees with flexibility regarding how and when they work providing productivity and efficiency is maintained. The Association acknowledges that such flexibility fosters employee engagement, increases employee morale and well-being, and increases productivity.

The Association supports a centralized Corporate Office with Work From Home flexibility.

Work From Home means the employee is working from a location other than the Association's Corporate Office.

APPLICATION

This policy applies to all Association employees.

POLICY STATEMENT

Association employees are permitted to work from home with some time set working from the corporate office as per working arrangements made with the employee's Director. The work from home arrangement approved by the employee's Director can be altered and/or cancelled by the employee's Director by the Director discussing such alterations/change with the employee and giving reasonable notice of the change and/or cancellation.

The Work From Home Policy is granted at the sole discretion of the Executive Director and shall be reviewed on an annual basis. The Work From Home policy may be cancelled at any time by the Executive Director with the provision of three months' notice, unless such cancellation arises from concerns with the employee's work performance, in which case a lesser amount of notice will be provided to the employee.

The employee's role, work duties, responsibilities, accountabilities, and expectations will be consistent with the expectations of the employee working in the corporate office.

The employee working from home agrees that they will continue to be subject to Association policies, procedures, and rules while working from home, and that they may be required to attend the corporate office for work purposes, meetings, gatherings, etc.

Procedures

Hours of Work

- Home offices will typically be situated within Saskatchewan.
- Work arrangements for days worked from home and days worked in the office are to be approved by the employees Director determining a schedule.
- Although the general daily office hours (7 hours) are 8:30 am to 4:30 pm with 1 hour lunch break from 12 noon to 1:00 pm, the daily hours of work may be flexible to allow different times as approved by the employee's Director.

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- Approvals for leaves from work for medical appointments, illness, vacation leave, EDO's, personal leave, bereavement leave still apply.
- Employees working from home must, as much as possible, ensure that dependent care arrangements are in place/or that responsibilities are managed in a way that allows them to successfully meet their job responsibilities.

Communication

- Employees are expected to maintain contact with their Director and colleagues and maintain work relationships.
- Employees are expected to keep their Director informed of her/his workload, progress, timelines, and any difficulties encountered.

Technology

Employees who work from home remotely must ensure all software used on Association computers/laptops must be legally acquired and licensed by the Association.

To work remotely, employees must:

- Have a functioning internet connection, not provided by the Association; and
- A computer, laptop or device on which they can perform their work.

Equipment, Software & Office Supplies

- The cost of all equipment, software and supplies provided to the employee for work from home arrangements by the Association will be paid for and maintained by the Association and remain the property of SSBA. The usage of such equipment, software and/or supplies should be limited to the designated office space at the employee's home and is limited to the authorized employee for purposes related to Association business.
- The Association will not be responsible for any costs related to employee's maintenance of their home office including, without limitation, rent/mortgage payments, utilities, internet or telephone accounts, data usage fees, homeowner or tenant insurance, and wear and tear to personal property.
- Employees are responsible for the maintenance of their own office furniture and equipment.
- Employees working from home can take required office supplies (e.g. paper, pens, highlighters, laptops, ergonomic chairs) from the corporate office. These supplies are to be used exclusively for performing work of the Association.
- Any equipment, software and/or supplies requested by an employee and purchased by or on behalf of an employee will be tracked by Corporate Services.
- Any equipment, software and/or supplies purchased by an employee in order to work from home must be approved by the employee's Director prior to purchase and submitted for reimbursement using the Staff Expense Form.
- Necessary computer equipment (computers, laptops, screens, keyboards, mouse, speakers, ear buds supplied by the Association will be returned at the conclusion of the work from home arrangement.

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- Resources provided for work from home arrangements may only be used for the purpose and in accordance with the SSBA's policies regarding such usage. HR Policy 5.0 Acceptable Use remains in effect.

Security & Confidentiality

- Employees working from home are responsible for securing and protecting the property, documents, data and information belonging to the Association.
- Confidentiality and Privacy requirements must be adhered to.

Safety & Ergonomics

- The Association has the ultimate responsibility for ensuring employee safety when working from home. However, employees will ensure their work from home site is safe and secure, free from hazards, minimizing distractions, and other dangers. Employees must ensure they are in compliance with Association terms and conditions of employment, policies, procedures and understand their rights and responsibilities under *The Saskatchewan Employment Act* and *The Occupational Health and Safety Regulations, 2020*. Employees working from home must follow Association policies, procedures and guidelines regarding safety while working from home. The employee working from home must report any work-related accident or injury that occurs at the remote work location to their Director as soon as possible. The Association will not be responsible for any non-work related injuries or illnesses that may occur at home/the work from home location.
- Under the Workers Compensation Act, all workers are entitled to a safe workplace. When working from home, either on a permanent or temporary basis, the employee is considered to be in the course of employment and covered under WCB, provided that:
 - The injury occurs:
 - While performing an activity required or related to their employment,
 - Within the defined or designated workspace as authorized by the employer, and
 - During hours when the employee would normally be expected to work.
- No in-person meetings will be held in the employee's work from home office, rather such meetings will be held at the corporate office.

Employee Wellness

- Employee wellness is of the utmost importance and employee self-care is promoted, encouraged, and supported.
- Employees are encouraged to step away from their work stations and take time for themselves as required.
- Employees requiring EFAP services are encouraged to access them through the Association service provider.

REFERENCES