

<b>Head, Clara &amp; Maria Policies and Procedures</b>			
<b>DEPARTMENT: Human Resources</b>			<b>POLICY #: HR-03</b>
<b>POLICY NAME: Telecommuting</b>			
<b>DATE:</b>	<b>REV. DATE:</b> January 2021	<b>APPROVED BY:</b>	<b>PAGE #:</b> 1 of 4

**POLICY STATEMENT:**

The United Townships of Head, Clara & Maria recognizes that there may be, on occasion, circumstances when it would be more beneficial or flexible for an Employee to work at home or at an alternate location (telecommute) on a temporary basis, or in order to complete a particular task (e.g. special project, detailed data review, or a temporary accommodation) which requires an environment where there are less interruptions.

However, it is not possible to offer all Employees to telecommute as the requirements of some jobs will not be suitable for such arrangements.

Telecommuting is not a universal privilege and will be arranged or revoked on a case-by-case basis.

**OBJECTIVES:**

1. This policy outlines the process used and expectations for Employees to telecommute. All telecommute arrangements are subject to the discretion of the United Townships of Head, Clara & Maria. Employees will only be permitted to work from home if approved by the Clerk-Treasurer. In the case of the Clerk-Treasurer, work from home arrangements must be approved by Council.
2. This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all United Townships of Head, Clara & Maria rules, policies, practices, and instructions that would apply if the employee were working at the regular United Townships of Head, Clara & Maria worksite.
3. Work hours, compensation, and leave scheduling will continue to conform to applicable policies and agreements.
4. Requests to work overtime or use leave time must be approved by the in the usual manner.
5. Working from home may be feasible for those Employees whose work requires them to write, perform research or complete data analysis or may be part of a temporary workplace accommodation.
6. If an Employee is required to have face-to-face contact with other Employees, residents, patients, clients or the public, or requires frequent access to material and documents that cannot be removed from the designated workplace, Employees may not be permitted to telecommute. Confidential documents must not leave the building.

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7. In the event an Employee is required to work from home due to a provincial declared emergency, or “Stay At Home” order, the requirements and objectives of the telecommuting arrangement remain the same as an optional arrangement.

**PERFORMANCE MANAGEMENT:**

Working from home should not affect an employee’s ability to complete day-to-day functions, including communicating with colleagues, staff, customers, and so on. Employees must stay updated on work events and demands.

If an Employee’s presence is required for a meeting at the worksite reasonable notice will be provided.

**QUALIFYING CONDITIONS:**

1. All telecommuting or alternate location decisions shall be made in a fair, equitable and transparent manner. Each request will be dealt with on a case-by-case basis, taking into consideration the feasibility and operational requirements of the Municipality, and the cost effectiveness of the arrangement.

Factors that may be considered when determining the feasibility of working at home include:

- a) Whether it meets the Municipality’s operational needs;
- b) Whether the Employee is able to attend at their work location;
- c) Whether supervision is possible;
- d) Whether normal productivity standards can be met;
- e) Whether the Employee’s position requires face-to-face interaction with others at the workplace, including supervision of others;
- f) Whether equipment or supplies or adequate internet connectivity, essential to job performance are available or can be provided at the Employee’s home;
- g) The ability for the Municipality to provide equipment to perform the work; and
- h) The limited availability for remote access having regard to numbers of user licenses for various software applications.

**MAINTAIN CONTACT:**

1. Employees are required to ensure that they maintain frequent contact during hours of work.

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2. Employees are required to provide a contact phone number that they may be reached during regular working hours. Virtual meetings within the reporting relationship and with coworkers are encouraged on a regular basis for those who telecommute.
3. Employees require the necessary internet connectivity to participate in virtual meetings as required by the Employer.
4. Employees are expected to maintain their regular lunch and break schedules or other pre agreed break times as arranged between the Employee and their immediate supervisor.

#### **CONFIDENTIALITY AND ACCESS – USE OF UNITED TOWNSHIPS OF HEAD, CLARA & MARIA PROPERTY**

Employees must use United Townships of Head, Clara & Maria provided devices when working from home to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. Failure to use United Townships of Head, Clara & Maria approved devices may leave United Townships of Head, Clara & Maria data vulnerable to a breach and may result in disciplinary action.

- a) United Townships of Head, Clara & Maria owned resources may only be used for business purposes. Employees must take reasonable steps to protect any United Townships of Head, Clara & Maria property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of United Townships of Head, Clara & Maria property.
- b) Equipment and files shall only be accessible to the Employee and must be safeguarded from access by other members of the household and visitors. United Townships of Head, Clara & Maria staff may require access at a reasonable time to equipment and United Townships of Head, Clara & Maria records (paper and electronic) kept at an Employee’s alternate location. Employees must ensure compliance to privacy legislation such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA) at all times.

#### **HEALTH AND SAFETY – WORKPLACE ILLNESS OR INJURY WHILE WORKING FROM HOME**

1. Should the Municipality authorize work at home, the Employee shall be required to report to their supervisor, without delay, any accident for job-related injuries that occur in the course and scope of employment while working from home. The supervisor or manager will maintain its reporting obligation to the Workplace Safety and Insurance Board (WSIB), where required. In addition, the

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Municipality maintains the right to investigate any alleged accident or injury claims that occur at the home.

2. Employees will not meet with clients or their coworkers in person in their home location.
3. Employees working from home will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. The Employee remains liable for injuries to third parties that occur on the Employee's premises.

**ABSENCE REPORTING:**

In the event that the employee is ill or requires time off during a period of working at an alternate location, the normal process of requesting approval and recording hours taken will apply.

**TRAVEL AND OTHER EXPENSES:**

1. Any travel expenses are per the United Townships of Head, Clara & Maria Expense Reimbursement policy. Mileage will be paid from either the Employee's home location or their normal work location whichever is lessor.
2. Employees approved to work at home are expected to provide their own utilities including but not limited to furniture, lighting, heating, internet, telephone, etc.
3. The United Townships of Head, Clara & Maria will not be held liable for any damages to an Employee's property or any injuries to family members, visitors or other's in the Employee's home.
4. It is the Employee's responsibility to consult with an insurance agent for any coverage implications due to telecommuting.