

AP 430 – 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 appropriate and 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 put structure around Remote Work Arrangements (RWAs), so that employees, supervisors, clients, and colleagues have clarity around this topic.

Definitions

Remote Work Arrangements (RWAs): Arrangements approved by an employee’s 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, such as dependent illness, etc., as approved by the Supervisor.

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.

Supervisor: Exempt Supervisors, Managers and Directors

Procedure

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

1. The RWA has no adverse impact on co-workers, workflow, or other departments;
2. The RWA coordinates with the needs of internal and external stakeholders;
3. The level of productivity and quality is maintained, and operational deadlines are met;
4. There is no increase in labour or operational costs to the organization, including overtime; and
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 Supervisor, in consultation with Human Resources (“HR”), may also terminate or suspend an RWA immediately if warranted.

Responsibilities

Employees

- If initiated by the employee, they must first, gain approval of the RWA from their Supervisor.
- 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.).

Supervisors

- Ensure the RWA approval/denial decision adheres to the guidelines.
- Advise employee of final decision.
- If approved, complete the RWA Agreement and forward it 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 final 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 factors outlined below must be considered by the Supervisors, in consultation with HR as required, when assessing RWA requests. Requests may be hybrid (e.g. partially on site, partially remote) or fully remote.

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 Supervisor.

Employee Eligibility

- Have completed probationary period, unless the Supervisor agrees 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 Supervisor and Eligible Employee. Any exceptions must be approved in writing.
- Must be free of distraction, and provide for the confidentiality required of the Eligible Employee's position.

Process

1. The employee requests an RWA for the Supervisor's approval.
2. If the request is approved or denied, the Supervisor forwards to HR.
3. The Supervisor 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 site 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 Supervisor.

Overall Remote Work Expectations

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

- Adhere to all District policies, procedures, and guidelines.
- Maintain the same performance standards as when working in the regular work environment.
- Have a suitable remote work location, reliable high-speed internet capability, a proper ergonomic setup.
- Confirm working alone call-in procedures with Supervisor and check in and out with Supervisor accordingly.
- Attend the office when business/operational need arises.
- Work regular business hours, as per the Collective Agreement for Union-affiliated 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.

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- 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.
- Must not have concurrent obligations or responsibilities that interfere with commitment to work during work hours (e.g. can not be responsible for looking after children or dependant adults while working remotely).

Effective: November 9, 2022



Remote Work Agreement Form

To be used when requesting a Remote Work Arrangement.

As per Administrative Procedure 430 – Remote Work, all Eligible Employees must submit a Remote Work Agreement form to their manager for approval prior to commencing the Remote Work Arrangement.

Section One: Employee Information

_____	_____	_____
Last Name	First Name	Employee Number
_____	_____	_____
Department	Position	Manager Name

Section Two: Remote Work Arrangement Details

Dates:

_____	_____
Begin Date	End Date

Location:

_____	_____
Street Address	City, Province, Postal Code, Country

Work Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Section Three: Equipment and Furniture

As per AP 430 the Employee agrees 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. The list of District-owned resources is as follows:

Equipment/Furniture	Serial Number

Section Four: Employee Acknowledgement

By signing this document, the Employee affirms they have read, understood, and agree to the terms and conditions outlines in the Agreement, as well as AP 430 – Remote Work, including the policy, responsibilities, eligibility requirements, administration, and expectations. The Employee agrees to abide by and operate in accordance with the terms and conditions outlined in both documents. The Employee agrees that the sole purpose of this agreement is to regulate the Remote Work Arrangement and it neither constitutes an employment contract nor an amendment to any existing contract.

Employee Signature

Date

Section Five: Approvals

I certify that the Employee is eligible and authorized for the above Remote Work Arrangement.

Manager Signature

Date