

Topic:	Working from Home (WFH)
Effective:	September 2021
Cross-References:	Health and Safety Policy; Employment Equity Policy; Protecting Board-owned Mobile Devices; Absence Reporting for Staff
Revision Date:	September 2022
Review Date:	September 2026
Responsibility:	Superintendent of Human Resources

INTENDED PURPOSE

This administrative procedure supports the HDSB's commitment to environmental sustainability and stewardship. More specifically, it provides an opportunity to undertake a comprehensive office space utilization review in the Board's administrative sites in an effort to reduce administrative sites' square footage needs, and minimize the environmental impact and financial costs of infrastructure maintenance, energy consumption and capital renewal and development costs.

Where remote working is permitted, it must maintain the performance standards, accountability, and service to the HDSB community.

The procedure outlines the process and parameters for WFH at the HDSB, including scope and eligibility, and the expectations with respect to performance accountability, health and well-being, level of service and responsiveness to clients.

ELIGIBILITY AND SCOPE

This procedure applies to union and non-union staff at HDSB administrative sites (defined below) who have been authorized for remote working.

This procedure does not apply to school-based staff, school assigned staff, or staff that directly support students and/or programming.

Due to the nature of some employees' work, it may not be possible for some employees to perform their job duties from home, in which case WFH will not be approved.

WFH eligibility will be based on employee job description, performance expectations and the ability to carry out job responsibilities from home as determined by the employee's supervisor.

With the approval of the Superintendent and/or immediate supervisor, employees can work from home for up to 50% of their regularly scheduled hours **per week**.

DEFINITIONS

Administrative Sites refer to HDSB J.W. Singleton, Milton and New Street Education Centres.

Working from Home (WFH) refers to an alternate work arrangement in which work that is normally conducted by the employee at an administrative site is performed at the employee's home.

PROCEDURES

1. General Principles

- A successful WFH program is built on mutual trust between HDSB employees and supervisors.
- Employees may request to work from home, if practicable, on a temporary or permanent basis.
- In order for an employee to be eligible for WFH, the resources that an employee needs to do their job must be easily transferable or available electronically. The employee must also have access to secure and reliable internet and the ability to have phone extension transferred to personal cell phone/home phone or laptop using VPN as a condition for WFH approval.
- At no cost to the Board, employees must designate a secure, clean, ergonomically-suitable, safe and quiet space in their residence as their work space for WFH.
- Employees authorized for WFH will be expected to maintain the same level of service and responsiveness to clients, both internal and external, while working from home.
- All HDSB policies and procedures continue to apply as appropriate for WFH, including but not limited to the Responsible Use of Technology.

2. Performance Accountability

- Employees working from home must continue to meet performance expectations as set out by their supervisor including responding to their supervisor and others in a timely and reasonable manner.
- Employees working from home are expected to be reachable via email, virtual meeting or HDSB mobile phone (if applicable).
- Employees working from home will be expected to complete their required working hours between standard HDSB work hours.
- Employees working from home will be expected to attend meetings that are scheduled at the work location in person.
- Employees working from home will be subject to the same performance evaluation process as employees working at HDSB administrative sites.

- Supervisors are entitled to discontinue WFH arrangements if the employee(s) are not meeting performance expectations and will address performance related matters without delay, in accordance with HDSB established processes.
- WFH arrangements may be modified or revoked by the supervisor at any time with at least 5 working days' notice to the employee where possible. There should not be any expectation that a position previously approved for WFH will continue in the same manner.
- Employees working from home may request from their supervisor modification to their existing WFH arrangement at any time with at least 5 working days' notice.

3. Attendance Reporting

- An employee working from home is required to report to work and/or report time worked in accordance with their terms and conditions of employment or collective agreement.
- Employees working from home who are ill or unable to report to work are expected to notify their supervisor as early as possible in the same manner as when working from an administrative site.

4. Work Related Injuries and Reporting

- An employee who sustains a workplace accident or injury while working from home must comply with the normal reporting requirements for any work-related accident as outlined in the HDSB reporting procedures.
- The HDSB will not be held responsible for any non-work related injuries that occur while working from home (e.g. tripping and falling when letting pets out during your work hours; injuring back while installing an air conditioning unit in the window of the home office).

5. Records Management and Protection of Privacy

- Employees working from home will comply with the HDSB Records and Information Management Procedures.
- Employees working from home will minimize the amount of paper files and hard copies of HDSB materials removed from HDSB property. Confidential or sensitive files should generally not be printed in hard copy or removed from HDSB property.
- In the event that documents are to be removed for the performance of duties, sensitive documents must be treated as confidential and not exposed to unauthorized parties, including family members or individuals in the same WFH location.