

HOME-BASED WORK

Background

The Good Spirit School Division recognizes the use of flexible working arrangements can assist staff in balancing their family and other responsibilities with their work commitments.

The main objectives of supporting home-based work include:

- To make employees' working lives less stressful by reducing travel time and being more flexible about the place of work.
- To make the Good Spirit School Division a more attractive employer in terms of recruitment and retention.
- To benefit the environment by reducing the use of resources.
- To increase employee morale and job satisfaction.
- To accommodate personal extenuating circumstances.

Procedures

1. Application

- 1.1 This procedure applies to Good Spirit School Division employees whose work is deemed suitable for home-based work by the supervisor.
- 1.2 Occasional home-based work due to personal circumstances or inclement weather can be approved informally by the employee's supervisor on a case-by-case basis.
- 1.3 Good Spirit School Division recognizes that working at an alternate location should be beneficial to both the employee and the employer.
- 1.4 Working at an alternate location shall be compatible with the employee's job duties and responsibilities and/or personal circumstances, as determined by the employee's supervisor.
- 1.5 When assessing working at an alternate location, the following factors will be considered:
 - 1.5.1 Nature of the position/tasks
 - 1.5.2 Operational needs, ability to maintain appropriate service levels
 - 1.5.3 Performance and productivity of the employee
 - 1.5.4 Safety and privacy implications of the work environment of alternate location
 - 1.5.5 Ability to work independently with minimal supervision
- 1.6 Generally, the following types of work will not be suitable for home-based work arrangements:
 - 1.6.1 Work that requires a high degree of supervision
 - 1.6.2 Work that requires a high degree of teamwork and where it would be difficult to accommodate this via telephone/e-mail

- 1.6.3 Work that requires client contact that cannot be achieved via telephone/e-mail
- 1.6.4 Work that requires the staff member to service facilities/assets

2. Approval

- 2.1 The employee applying for home-based work shall complete the Work From Home Application Form in Atrieve and submit to their supervisor for approval.
- 2.2 If approved and supported by the immediate supervisor, the application will be submitted to the Director of Education for final approval. The supervisor should provide the following information for the Director's consideration:
 - 2.2.1 Essential requirements of the position
 - 2.2.2 Proportion of time to be spent on site
 - 2.2.3 Overall needs of the department/organization
- 2.3 Approved applications will be subject to annual review and as such will be considered to be on an ongoing trial basis. The employer reserves the right to end the arrangement for operational reasons and will ensure reasonable notice to the employee is provided.

3. Communication

- 3.1 Employees who work from an alternate location are required to be responsive during regular work hours as agreed to with their supervisor. This includes participating in meetings or reporting to the office as requested.
- 3.2 Agreeable communication methods during work hours include:
 - 3.2.1 Exemplary use of Outlook calendar
 - 3.2.2 Video conferencing platforms
 - 3.2.3 Microsoft Teams chat function
 - 3.2.4 Timely email responses
 - 3.2.5 Forwarding office telephone to personal telephone
- 3.3 If working at an alternate location is approved, the arrangement does not change the employee's basic terms and conditions of employment with GSSD under the applicable collective agreement, employment contract, policies, and legislation.

4. Home criteria

- 4.1 The employee must ensure the following:
 - 4.1.1 A suitable space for office equipment
 - 4.1.2 Suitable arrangements for security/confidentiality
 - 4.1.3 Where there are dependents, these need to be managed to effectively meet work expectations/schedules
 - 4.1.4 Reliable high-speed Internet and phone services
- 4.2 It is the expectation of the Division that the employee shall maintain the remote workspace in a safe condition, free from hazards and other dangers to the employee

and/or the Division's equipment. Applicants will complete a Home Environment and Occupational Health & Safety Checklist as part of the application process.

5. Privacy and Confidentiality

5.1 Within the Good Spirit School Division, information that is not public must be treated as confidential. All LAFOIP and confidentiality requirements must be met by the employee in respect of any electronic or hardcopy information or records outside secure GSSD environments or that the employee accesses electronically from offsite. The employee must take all reasonable steps to secure and maintain the confidentiality of all GSSD information and documents while they are being transported to and from the employee's off-site workspace, and while the documents are in the off-site workspace

5.2 If a breach of privacy/confidentiality occurs, the employee must inform their supervisor and the Superintendent of Human Resources as soon as reasonably possible.

6. Information Security

6.1 The employee who works at an alternate location is responsible for protecting GSSD data by adhering to AP 140: Responsible Use of Technology. The employees must comply with all GSSD guidelines to protect GSSD data and the use of computer hardware and software.

7. Expenses

7.1 Working from an alternate location provides flexibility for employees and therefore is seen as benefit. As it is not a condition of employment for employees to work remotely, Canada Revenue Agency form T2200 will not be completed. However, on a case-by-case basis, an employee may be reimbursed for additional expenses incurred for items required by the school division.

Updated: April 2012, December 2015, November 2021, January 2025