

## **Working at an Alternate Location**

### **Background**

Prairie South Schools strives to have teams connected and engaged in building a positive workplace culture, and recognizes that in certain circumstances the use of flexible working arrangements can be beneficial to both the employee and the school division. As such, Prairie South Schools supports the concept of working at an alternate location, like the employee's home.

### **Procedures**

#### **1. Principles, Criteria and Guidelines for Working in Alternate Locations**

- 1.1 Prairie South Schools prefers to have all teams connected in their common physical environments in order to promote building and maintaining positive teams and workplace culture.
- 1.2 Prairie South Schools recognizes that working at an alternate location should be beneficially to both the employee and the employer.
- 1.3 An alternate working location can be initiated by Prairie South schools or by the employee. However, the supervisor, in consultation with the Director, is responsible for the decision regarding the alternate arrangement.
- 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; nature of position/tasks, operational needs, ability to maintain appropriate service levels, performance and productivity of the employee, safety and privacy implications of the work environment of alternate location and the ability to work independently with minimal supervision.
- 1.6 Employees who work from an alternate location are required to be responsive during regular work hours as agreed to with their supervisor.
- 1.7 Employees who have received approval to work from an alternate location are to participate in meetings or report to the office as requested by their supervisor.
- 1.8 If working at an alternate location is approved, the arrangement does not change the employee's basic terms and conditions of employment with Prairie South Schools under the applicable collective agreement, employment contract, policies, and legislation.
- 1.9 Working at an alternate location arrangement will be reviewed on a regular basis. The employer reserves the right to end the arrangement for operational reasons and will ensure reasonable notice to the employee is provided.

## **2. Requesting vacation, medical/dental days, pressing leave, etc.**

- 2.1 The normal processes apply for seeking approval for vacation, illness, or other absences. Supervisors who are uncertain whether such requests are compatible with the working from an alternate location arrangement can contact Human Resources for clarification. For clarity, working at an alternate location, in and of themselves, shall not trigger overtime.

## **3. Privacy and Confidentiality**

- 3.1 Within Prairie South Schools, information that is not public must be treated as confidential. Prairie South Schools is subject to various requirements regarding privacy and confidentiality that arise out of legislation and policy (LAFOIP). All such requirements must be met by the telecommuting employee in respect of any electronic or hardcopy information or records outside secure Prairie South Schools environments or that the employee accesses electronically from offsite. The employee who works in an alternate location must take all reasonable steps to secure and maintain the confidentiality of all Prairie South Schools 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. Such steps will include protecting such documents from being damaged, destroyed, stolen, copied or otherwise accessed by unauthorized individuals. Review AP 180 Appendix Guidelines for Protecting the Privacy and Confidentiality of Personal Information.
- 3.2 There may be some documents that the employee who works at an alternate location will not be permitted to take out of the departmental office due to privacy/confidentiality concerns. If a breach of privacy/confidentiality occurs, the employee must inform their supervisor and the Superintendent of Human Resources as soon as reasonably possible.
- 3.3 Breaches of privacy/confidentiality arising during working at an alternate location will be assessed on their individual facts and following the Office of the Privacy Commissioners Investigating Privacy Breach Guidelines.

## **4. Information Security**

- 4.1 The employee who works at an alternate location is responsible for protecting Prairie South Schools data by adhering to AP 140 Computer/Online Services Responsible Use. The employees must comply with all Prairie South Schools guidelines to protect Prairie South Schools data and the use of computer hardware and software.

## **5. Expenses**

- 5.1 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.

## **6. Safety**

- 6.1 It is the expectation of the Division that the employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and/or the Division's equipment. All employees approved to work in an alternate location will complete Appendix A "Alternate Workplace Safety Checklist"

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