

The Corporation of the Township of Huron-Kinloss



BY-LAW No.

2024 - 121

Being a By-Law to Adopt the Work from Home Policy for the Township of Huron-Kinloss

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Township desire to establish a Work From Home Policy as per Report CAO-2024-12-39;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. That the Corporation of the Township of Huron-Kinloss hereby adopts the Work From Home Policy as contained in Schedule "A".
2. That this By-law shall come into force and effect upon its final passage.
3. That this By-law may be cited as the "Work From Home Policy By-law".

READ a FIRST and SECOND TIME this 16th day of December, 2024.

READ a THIRD TIME and FINALLY PASSED this 16th day of December, 2024.

Mayor

Clerk



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Work From Home Policy

By-Law: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

Revision: **DRAFT**

Coverage:

The policy applies to permanent full-time and part-time employees, as well as contract employees, who have successfully completed their probation period and whose roles are suitable for working from home. The ability to work remotely will support the Township's objectives while also aligning with our strategic plan to attract and retain employees.

Policy Statement:

This policy outlines the guidelines and expectations for employees who wish to work from home as part of a flexible work arrangement. It aims to provide a supportive and productive work environment while promoting work-life balance. The Township recognizes the benefits of a flexible work model and aims to support employees in balancing their work and personal responsibilities while maintaining productivity and alignment with the Townships service standards. This policy provides an opportunity for eligible employees to work from home on a flexible basis. Requests to work from home for more than 2 days per week will be considered on a case-by-case basis. It is important to note that this is not a mandatory or full-time solution and employees working from home do not create additional work for employees working on-site. This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all Township policies, procedures, and instructions that would apply if the employee were working at their regular worksite.

Legislative Authority:

Municipal Freedom of Information and Protection of Privacy Act

Employment Standards Act

Workplace Safety and Insurance Act

Canada Revenue Agency

Contents:

Definitions:

Work from home	Performing work from your primary residence, in a temporary or hybrid situation. This may also be referred to as Remote Work in this policy.
Workspace	Location in which work is performed.
Hours of work	Hours of work are based on the Municipal office hours of operation or as scheduled by your supervisor.
Data security	The measures and practices implemented to protect sensitive information and digital assets from unauthorized access, theft, or misuse when employees are working outside of a traditional office environment. Email Records Management Policy By-law No. 2019-121 & Records Management Policy By-law No. 2019-119.
CAO	Chief Administrative Officer
Employee	Permanent full-time or part-time or contract employee who have successfully completed their probation and whose roles are suitable for remote work.
Township	The Corporation of the Township of Huron-Kinloss
Supervisor	The Senior Management Team and in some cases your direct supervisor. A person who has charge of a workspace or authority over a worker.
Equipment	Electronic products, including computers, software, phones, tablets and related items used for conducting Township business.
On-site work	Performing work from the corporate office or designated corporate workspace.
Flexible work model arrangement	Employees who split their work hours between the administration office and working remotely from home for a maximum of two days per week.
Child-care	Supervision, care and development of children.
Elder-care	Specialized support, assistance and services for an elderly family member.

Work Schedule and Hours

Employees working from home are expected to adhere to the regular work hours or as scheduled by their supervisor. The total number of work hours required for their position must be met, and any overtime must be pre-approved by the supervisor. Travel to the office for meetings or events does not count towards hours worked.

If the employee cannot work the normal hours, the employee will be required to use vacation, floater, banked time or flex time. Employees are expected to continue to book time off from work using the current procedures.

Eligibility and Approval

To be eligible for the work-from-home arrangement, employees must:

- Have a role or specific tasks that are suitable for work from home. Examples would be virtual training, online meetings, administrative tasks that can be done remotely.
- Demonstrate a satisfactory level of job experience and consistently meet or exceed performance expectations.
- Obtain approval from their supervisor, and for exceptions, the Chief Administrative Officer (CAO).
- Complete the Work From Home Agreement form (attached)

Due to operational needs and the nature of certain positions, work from home may not be feasible for all roles. The Township will assess the position's suitability, and employees should discuss their interest and eligibility with their supervisors.

Employees who are sick are encouraged to take the necessary time to rest and recover. If an employee is in a position that is suitable for work from home and is well enough to effectively complete work the supervisor can approve the employee to work from home while they recover. In the case where an employee requests to work remote in order to care for a sick child, supervisor approval is required. It is the expectation that the employee will work their standard work hours throughout the day. If the employee cannot work the normal hours, it may be necessary to work outside their normal working hours. The employee will notify staff accordingly and will be required to use vacation, floater, banked time or flex time for hours missed.

This policy is not to be used for regular childcare or eldercare purposes, these situations should be addressed through separate accommodation processes.

Communication and Collaboration

Effective communication and collaboration are essential for work from home. Employees are expected to maintain regular contact with their supervisors and colleagues, utilizing email, phone, or video conferencing. All necessary meetings should be conducted virtually, and in-person meetings shall take place on Township's premises or a specific site

Performance Management

Employees must continue to meet performance expectations and complete tasks as scheduled. Supervisors will monitor productivity through regular updates and goal tracking. Employees must stay updated on work affairs, communicate regularly with their supervisors, and reach out for support when needed. If an employee's presence is required at the workplace for a meeting, reasonable notice will be provided, and attendance is expected.

Health and Safety

Employees working from home are responsible for creating a safe and suitable workspace that meets health and safety requirements. Employees are expected to work from their primary residence, not in public spaces or from a secondary location such as a cottage, trailer, or out-of-province.

They must report any work-related accidents or injuries to their supervisor and follow the Township's accident reporting procedures. Employees will continue to be covered by the *Workplace Safety and Insurance Act (WSIA)* while working from home and adhering to all Township policies.

Employees must remain fit for duty as per the Township's policies, during all working hours. Incidents of workplace violence and harassment must be reported by the employee to the supervisor immediately in accordance with the Workplace Violence and Harassment policy.

Data Security and Confidentiality

When working remotely, employees must use Township-provided equipment and maintain data security and confidentiality. All documents and information must be saved on the Township's online records management system and in accordance with the Email Records Management Policy & Records Management Policy. Transfer of original or official documents, into a private organization or individuals, is prohibited in accordance with the Records Management Policy. Employees are responsible for protecting company property and data and must adhere to confidentiality requirements, especially when discussing sensitive information. Employees are responsible for data security and are not permitted to use public Wi-Fi for Township business.

Equipment and Costs

To optimize our workspace and accommodate our work from home arrangements, designated office spaces may be shared among on-site colleagues when employees are not utilizing their assigned desks.

Employees are responsible for providing their own workspace furnishings and ensuring adequate home insurance to cover their home office. Employees are responsible for securing internet access and covering the personal workspace costs including electricity and other utilities. The use of Township-owned equipment at the employee's home workspace requires prior approval, and all equipment must be returned when the work from home arrangement ends.

End of Agreement

The Township reserves the right to modify or cancel the work from home arrangement at any time, based on operational requirements or if the arrangement no longer meets organizational goals. Where employee performance becomes an issue the work from home arrangement may be revoked. If an employee's work from home arrangement has a negative impact on other employees' performance or Township customer service standards, the work from home arrangement may be revoked. Employees may also terminate or change the arrangement by providing written notice to their supervisor, with the supervisor's consent.

Responsibilities

- Employees: Adhere to the policy guidelines, maintain a professional work environment, and ensure a safe and suitable remote workspace. Employees will assume the costs of home workspace set up and utilities and must maintain a secure internet connection.
- Supervisors: Assess eligibility, provide approval through the Work From Home Agreement form, and ensure effective performance management and communication with remote employees. Supervisors will ensure that work from home does not compromise service delivery.
- Chief Administrative Officer (CAO): Provide final approval for exceptions and ensure alignment with the organization's goals.
- Human Resources: Support the implementation and communication of the policy, providing training and guidance to employees and supervisors.

This policy aims to create a flexible and supportive work environment while maintaining high standards of performance and productivity. It is subject to an initial 6-month trial

period, followed by annual reviews and may be updated based on feedback and the evolving needs of the organization.



The Corporation of the Township of Huron-Kinloss

Work from Home Agreement – **DRAFT**

Employee Information

Supervisor Information

Name:

Name:

Position Title:

Position Title:

Agreement Effective:

Expiry Date:

Contact number:

Home office address:

Note: To be reviewed 6 months from effective agreement date OR upon request by Supervisor. The Township of Huron-Kinloss has the ability to amend, change or rescind this agreement at any time, with 5 working day's notice.

This agreement applies to employees who have the option to split their work hours between the office and working remotely from their home workspace for a maximum of 2 days per week remotely and for flexible work arrangements.

Temporary flexible work arrangements may arise through other circumstances, such as inclement weather, illness, family issues etc. and the employee may work from home remotely that day, subject to supervisor approval.

The supervisor and employee agree the following casual work from home arrangements are acceptable, subject to supervisor sign off, on a case-by-case basis. Any more than 2 days per week required working from home requires written requests by employee and approval by supervisor.

- Inclement weather



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- Family issues
- Minor illness/ailments
- Online training
- Dedicated focus time
- Other reasons mutually agreed upon by employee and supervisor

The following terms have been agreed upon concerning the employees' request to work from home on a regular basis, as detailed in the work schedule below.

Day of week	Hours of Work	Number of Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

The supervisor and employee agree that the following equipment will be provided for the employee to use while working at home:

Equipment	Model name and number	Serial number

Employee acknowledgement:

	I have reviewed and understand the Work from Home Policy and all other policies pertaining to remote work.
	I agree to abide by all terms and conditions as outlined in the Work from Home Policy.



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Safety

	I acknowledge that I have an area to work remotely that is safe and where I can be productive.
	I understand that I am responsible to immediately report any accident or injury to my Supervisor, including workplace violence and harassment.
	I have completed and returned the Health and Safety Assessment Checklist.

Security

	I understand that I am responsible for the security of the work which I conduct from the alternate work location and for any Township of Huron-Kinloss property that I use to conduct that work.
	I acknowledge that I am aware of and will follow Municipal procedures with respect to signing out and removal of any records, files and equipment from Municipal facilities.
	I understand I am required to protect personal information about identifiable individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). I will not share personal or confidential information with individuals outside the organization either directly or indirectly (through leaving personal information in accessible locations).

I have read this agreement and read and understand the Work from Home Policy and related policies. I hereby agree to and will comply with the terms and conditions within the Work from Home Policy and within this agreement.

Employee Name (Printed):

Signature:

Date:



The Corporation of the Township of Huron-Kinloss

Approved by:

Supervisor:

Signature:

Date:

CAO Name:

CAO Signature:

Date:

Date received by Human Resources: