



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.