



Remote Work Policy

Administrative Procedure 2.A.50

2.0 Human Resources
2.A. Foundations

Board Governance Policy Cross Reference: 14

Legal Reference: TBD

Related Administrative Procedures:

Professional References:

Date Adopted: July 2024

Date Amended:

Evergreen School Division supports select remote work arrangements so long as the employee can fully meet their responsibilities and deliverables. Evergreen School Division will review all remote work requests but, due to the unique nature of each role, very few positions will be eligible. Working remotely does not change the terms and conditions of employment with Evergreen School Division.

Remote work requests can be for varying lengths of time.

- **Short-term remote work requests:** These informal requests can support the employee in completing a project or other short-term deliverable.
- **Long-term remote work requests:** These formal requests result in a schedule that identifies when the employee is working remotely and when they are in office.
- **Temporary remote work requests:** These requests are for special circumstances such as inclement weather or other unusual or personal circumstances. These temporary arrangements are approved on an as-needed basis and with no expectation of ongoing continuance.

Remote Work Request, Review, and Approval Process

Employees can request a remote work arrangement. The supervisor, employee, and if needed, the human resources department, will review the eligibility of the remote work request. For an employee to be considered eligible, they must prove that they:

- Can complete all their responsibilities remotely.
- Can secure the resources, tools, and equipment needed to complete their deliverable on time and at the same level of quality when compared to working in the office.
- Will be available by telephone, email, or video conferencing to the same extent that they would be while working in the office.

The Superintendent or their designate has final approval on all remote work requests. All remote work requests are temporary and on a trial basis. They may be discontinued at any time at the request of either the remote worker or Evergreen School Division.

Remote Work Performance Evaluation

Based on the employee's performance evaluation, the supervisor may suggest changes to the remote work arrangements as needed.

Equipment

Any equipment provided by Evergreen School Division is to be used for business purposes only and will be maintained by Evergreen School Division. With the approval of Evergreen School Division, the employee may use their personal equipment for work purposes. If the employee chooses to use their personal equipment, they will be responsible for maintaining it. Evergreen School Division accepts no responsibility for damage or repairs to employee-owned equipment.

The employee is responsible for creating a healthy, appropriate work environment and will incur any costs associated with creating the workspace.

Upon termination or the end of the remote work arrangement, all equipment will be returned to Evergreen School Division as applicable.

The **ICT General Use Procedure 1.A.103** applies to remote work.

Security and Confidentiality

If an employee is working remotely, they will take all necessary precautions to protect their work equipment and prevent unauthorized access to sensitive and/or confidential information.

They will follow all policies and procedures as they pertain to sensitive and/or confidential information and will ensure that their workspace is made confidential and secure at all times.

This not only includes their computer, but they will also ensure confidentiality when talking with students, parents, or staff via telephone and video conferencing.

Safety

If an employee is working remotely, they are responsible for ensuring that their home and their workspace is safe and free from hazards. If an employee is injured in the home while working remotely and performing their duties, they may be covered by workers' compensation policy. If an employee is injured while working remotely, they must notify their supervisor as soon as possible.

Remote work is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance.

Additional Considerations

The employee must determine any tax and or legal implications under local government laws and or restrictions of working out of a home-based office.