


<b>Administrative Procedure Remote Work</b>	
	<b>Department:</b> Corporate Services
	<b>Approved by:</b> Leadership Council
	<b>Date Approved:</b> May 13, 2024
	<b>Revision Date(s):</b>
	<b>Review Date:</b>
	<b>External References</b> <ul style="list-style-type: none"> <li>• <i>The Education Act, 1995</i></li> <li>• <i>The Archives and Public Records Management Act</i></li> <li>• <i>Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020</i></li> </ul>
	<b>Internal References</b> <ul style="list-style-type: none"> <li>• Appendix A – Occasional Remote Work Guidelines</li> <li>• Appendix B – Work from Home Application</li> <li>• Appendix C – Remote Work Criteria</li> <li>• Appendix D – Remote Work Safety Checklist</li> </ul>

## Purpose

- This administrative procedure establishes guidelines and processes for both occasional and permanent remote work arrangements within Saskatchewan Distance Learning Centre (Sask DLC).

## Scope

- This administrative procedure applies to all employees of Sask DLC eligible for remote work, including occasional and permanent arrangements. It covers the required steps for requesting, approving, implementing and managing remote work situations in alignment with Sask DLC goals and standards.

## Policy Statement

- Effective remote work allows Sask DLC to meet the needs of Saskatchewan students, benefits both the employer and the employee. Working remotely will be the exception and not the rule; remote work arrangements will be considered when provided operational needs are met and all Sask DLC core goals are supported.
- Sask DLC is committed to ensuring that remote work does not compromise productivity, collaboration or adherence to Sask DLC policies and standards. Therefore, remote work arrangements must be approved based on business needs, job roles and individual performance.

## Definitions

- **Occasional Remote Work:** Occasional remote work is defined as temporary and provisional remote work, usually to address specific circumstances as agreed upon between the employee and their supervisor.
- **Remote Work:** Remote work is defined as the performance of work responsibilities by an employee from a remote workplace.
- **Remote Workplace:** Remote workplace is defined as an alternate approved work location away from the headquarters building where the employee and the employer have agreed that the remote work will occur.
- **Headquarters Building:** Headquarters building is defined as the address where the employee would normally work if the remote work arrangement did not exist.

## Procedures:

1. Occasional Remote Work
  - a. Requesting Occasional Remote Work
    - i. Employees wishing to work remotely on an occasional basis must submit a written request via email to their supervisor at least three days in advance.
    - ii. The request should include the date(s) requested for remote work, the reason for the request and a brief overview of planned task and how they will be accomplished remotely.
  - b. Approval Process for Occasional Remote Work
    - i. Employee's supervisor will review remote work requests based on business needs, workload and individual performance. Please refer to Appendix A – Occasional Remote Work *Guidelines*.
    - ii. Approved requests will be communicated to the employee and any necessary arrangements regarding equipment, access to systems or communication channels will be discussed.
    - iii. If the request is denied, the supervisor will provide feedback and rationale to the employee.
2. Permanent Remote Work
  - a. Requesting For Permanent Remote Work
    - i. Employees wishing to work remotely on a permanent basis must submit the Working from Home Application to their supervisor at least one month before the requested date of the working from home arrangement. Please see Appendix B for the application form.
    - ii. A supervisor or the organization may request an employee to work from home (e.g., construction in the office space) This must be discussed with and agreed to by the employee.

b. Approval Process for Remote Work

- i. For an employee-initiated request, the supervisor will review remote work requests based on operational requirements, resources available and the job requirements. Please refer to Appendix C – Remote Work Criteria.
- ii. Prior to making any decisions on remote work requests, supervisors are advised to consult with the Sask DLC’s Human Resources, IT, Accommodations and Corporate Services, as needed.
- iii. Supervisors will make a recommendation to the Chief Executive Officer (CEO) or designate of Sask DLC.
- iv. The CEO will make the final decision if the remote work request is approved.
- v. Approved requests will be communicated to the employee and any necessary arrangements regarding equipment, access to systems or communication channels will be discussed.
- vi. If the request is denied the supervisor will provide feedback and rationale to the employee.
- vii. The supervisor will document the final decision on the remote work arrangement request in the employee's personnel file.

c. Remote Work Arrangements and Medical Accommodations

- i. Remote work arrangements resulting from a medical accommodation are governed by Sask DLC’s Administrative Procedures for Employment Accommodations.

3. Privacy, Security and Safety

- a. All Sask DLC policies, procedures and related legislation are to be followed. If there is a breach of any of the aforementioned, the working from home arrangement can be terminated immediately.

4. Expenses

- a. Positions that have been determined to be eligible for a working from home arrangement may have the following costs reimbursed:
  - i. office supplies other than those can be supplied through Sask DLC (with prior approval for purchase and supported by receipts); and,
  - ii. optional costs that may be considered are costs to set up and break down the home office and increased cost to personal internet service or mobile phone service.

5. Responsibilities

a. Chief Executive Officer

- i. ensure consistency with requests across the departments; and,
- ii. approve requests.

b. Supervisor

- i. review and assess remote work requests in their area. Please refer to Appendix C- Remote Work Criteria;
- ii. submit working from home recommendations to the CEO;

- iii. inform employee of decision;
  - iv. check Workers' Compensation Coverage;
  - v. ensure the employee has a safe working environment. Please refer to Appendix D - Remote Work Safety Checklist;
  - vi. clearly outline expectations to the employee;
  - vii. ensure necessary tools are supplied to the employee; and,
  - viii. continually assess working from home arrangement to ensure job expectations and safety requirements are being met.
- c. Employee
- i. follow all Sask DLC policies and related legislation;
  - ii. ensure working safely. Please refer to Appendix D - Remote Work Safety Checklist;
  - iii. ensure the safety and protection of all Sask DLC files, equipment and work;
  - iv. ensure ongoing communication with their Supervisor;
  - v. meet expectations of job;
  - vi. home office is not to be used for meetings with clients and others;
  - vii. meeting with clients will be hosted at Sask DLC or client's /other's office;
  - viii. proper insurance coverage for working from home;
  - ix. report any workplace injuries; and,
  - x. meet expectations as outlined in the Working from Home Agreement.