

Working from Home Guidelines

AP 410 Appendix B

This document is to clearly outline the expectations of staff exercising the privilege of working from home.

- I will be available Monday through Friday from 8:30 a.m. to 4:00 p.m. as per the 2019-2020 School Division Calendar.
- I understand the Temporary Work from Home agreement is subject to, and agree to comply with, Federal and Provincial legislation, OH&S, Division Policies, Administrative Procedures, and Collective Agreements.
- All obligations, responsibilities, and terms and conditions of Employment with GYPSD remain unchanged
- I have completed and signed the GYPSD Temporary Work from Home Guidelines sheet and Working Alone Communications Plan form, and submitted them to my Principal.

Employees are to take direction from their Principal/Direct Supervisor.

- I will monitor my email continually between 8:30 a.m. and 4:00 p.m. Push notifications on your mobile device is acceptable.
- I understand the expectations for my courses to broadcast live for core classes M W F in their regular time slot and have the ability to do this.
- I understand that despite the unique circumstances of working at home, professional attire and an appropriate background are required.
- During non-Broadcast Times:
 - Office Hours: All teachers must create an open Google Meet session for Office Hours from 9:00 - 11:00 a.m. on Tuesdays, and from 1:00 - 3:00 p.m. on Thursdays. Students may drop in/out during this time for one on one help.
 - Cameras/Microphones may be disabled/muted when no students are present.
 - Teachers should be available to assist students outside of office hours, from 8:30 - 4:00 p.m via Google Meet/Google Classroom/Gmail.
- I will check in with my school twice daily. Once at 8:30am and once between 3:15-3:30pm using the supplied google form.
- I will provide print materials for distribution by the end of the day on Tuesdays as required.
- In the event that you are too sick to broadcast on a scheduled day, or have a scheduled approved leave, please post self-directed learning materials for students to your classroom.
- I will attend staff meetings as scheduled by school administration in accordance with public health orders.