
TELECOMMUTING

Background

The safety of staff, students and families is the Division's top priority. The Division recognizes the need for some staff to perform their work from home. Telecommuting is temporary and not a fundamental term of employment.

Definitions

Telecommuting: a work arrangement in which some or all of the work is performed at an off-site workplace. Equipment to perform work duties may be owned and maintained by the employee or by the Division.

Workplace: the alternative workplace where the employee is permitted to carry out the work otherwise performed at or from their regular place of work and is subject to all Occupational Health & Safety (OH&S) regulations.

Procedures

In the instance that the employer agrees that an employee may perform duties from home, the employee and the employer may enter into an agreement as follows:

1. The employee will complete the Division's AP 410 Appendix A - *Work from Home Agreement* and submit it to their supervisor.
2. The Division has the discretion to modify, end or revoke a telecommuting arrangement with an employee at any time.
3. Telecommuting is considered an extension of the Division and therefore subject to, and governed by, all federal and provincial legislation; OH&S, FOIP, Board Policies, Administrative Procedures and applicable collective agreements. All parties must comply with these relevant work requirements.
4. The work schedule under this Administrative Procedure will be in accordance with the employee's current work schedule.
 - 4.1 Certificated staff will be available Monday through Friday from 8:30 a.m. - 4:00 p.m., as per the Division Calendar. Fulltime teachers will work a minimum of 6 hours per workday. The work schedule for part-time teachers will be prorated according to their assignment. The schedule will be approved by their principal or supervisor. Teachers are expected to communicate with their students when their scheduled breaks will occur.
 - 4.2 Support staff - as per assigned work hours.

4.3 ESC office staff will be available Monday through Friday from 8:30 a.m. - 4:30 p.m.

5. The following will be provided by the employee at their own expense:

- 5.1 A workplace which is adequate, ergonomically sound, and secure;
- 5.2 Maintenance of the workplace including but not limited to insurance, heat and electricity;
- 5.3 Network and telephone access, as well as any mail and courier services necessary to establish and maintain the workplace;
- 5.4 Maintain and repair employee-owned equipment;
- 5.5 Any tax consequences of this arrangement, if any, and for conformance to any local zoning regulations;
- 5.6 Travel expenses when travel is required to the regular place of work.

6. Division equipment and email accounts will be used only in accordance with Administrative Procedure 140-1 Appropriate Use of District Technology Agreement

6. Employees are responsible for the safe and secure handling of all property, documents and other information, including but not limited to electronic files saved on employee-owned computers.

- 6.1 IT staff will repair and replace GYPSD equipment unless it is lost, damaged or stolen through the Employee's negligence or abuse.
- 6.2 Employees must adhere to all FOIP regulations while working with documents in the workplace; any breaches will be held to the highest accountability.
- 6.3 Sensitive data sent through GYPSD email must be encrypted.
- 6.4 Personal email will not be used to conduct any GYPSD business.
- 6.5 Any external data storage device/platform must be encrypted.
- 6.6 Ensure laptops are password protected so data can't be easily accessed if the laptop is lost or stolen.

7. All GYPSD devices provided during the Telecommuting Period will be returned to the Division upon termination of this Work from Home Agreement.

References: Occupational Health and Safety Regulation
Freedom of Information and Protection of Privacy Act

Approved: March 14, 2020

Amended: May 29, 2020