



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATON

Section: Human Resources

- Employee Relations

Policy Code: HR-4.3.2

Policy: FLEXIBLE WORK ARRANGEMENTS,
WORK FROM HOME GUIDELINES

Policy Code Reference: HR-4.3
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The option of working from home for all or part of a workweek is considered to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Working from home may be appropriate for some employees and jobs but not for others. Working from home is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with the Kawartha Pine Ridge District School Board.

Procedures

1. Short-term Ad Hoc Arrangements

- 1.1 Temporary work from home arrangements may be approved for circumstances such as inclement weather, special projects, emergency family needs, or as part of a temporary medically supported gradual return to work, when appropriate.
- 1.2 All arrangements are made on a case-by-case basis, balancing the needs of the employee with the business needs of the organization.
- 1.3 Employees working in a position requiring temporary replacements for short-term absences will not be eligible.

2. Formal Work From Home Arrangements

- 2.1 Individuals requesting formal work from home arrangements must:
 - 2.1.1 Have completed their probationary period with the Board.
 - 2.1.2 Have a satisfactory performance and attendance record.
 - 2.1.3 Work in a position that does not require replacement in the workplace for short-term absences.
- 2.2 Before entering into any formal agreement, the employee and the manager, with the assistance of Human Resource Services, and in consultation with the superintendent responsible for the operational area, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - 2.2.1 Employee suitability: The employee and manager will assess the needs, performance and work habits of the employee, compared to traits

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customarily recognized as appropriate to perform the work successfully outside of the regular worksite.

2.2.2 **Job Responsibilities:** The employee and the manager will discuss the job responsibilities and determine if the job is appropriate for a work from home arrangement.

2.2.3 **Hours of Work:** Normally, the hours of work will be somewhat consistent with the current working hours for the employee. However, in certain circumstances supervisors may approve alternate hours of work to assist employees with a schedule that balances the operational needs with the needs of the employee.

2.3 Once approved, a written agreement between the employee and the manager will be prepared noting reasonable expectations that will be used to evaluate the success of the arrangement.

2.4 The decision to continue or end any work from home arrangement is at the sole discretion of the manager.

2.5 **Equipment and Additional Costs**

2.5.1 On a case-by-case basis, the Board will determine the appropriate equipment needs for each work from home arrangement. Generally, work from home arrangements will not result in any additional operational costs for the Board.

2.5.1.1 Equipment supplied by the Board will be used for Board related business purposes only.

2.5.1.2 Equipment supplied by the Board will be maintained by the organization.

2.5.1.3 Equipment supplied by the employee will be maintained by the employee. The Board accepts no responsibility for damage or repairs to employee-owned equipment.

2.5.1.4 Employees are responsible for all the costs of home internet service, and the purchase of modems and/or routers required for internet connectivity.

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2.5.1.5 The Board will not reimburse employees for other business-related expenses incurred while working from home such as long distance phone calls, excessive cell or data charges, electricity or other utilities, general office supplies.

2.5.2 It is the employee's responsibility to determine any income tax implication of maintaining a home office. The Board will not provide tax guidance nor will it assume any additional tax liabilities for voluntary work from home arrangements.

2.6 Security

2.6.1 Consistent with the Board's expectations of information security for employees working at the office, work from home will be expected to ensure the protection of proprietary Board, staff and student information accessible from a home office. Steps include the use of locked filed cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment, as determined by the manager.

2.7 Employee Safety

2.7.1 Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Board will provide the employee and supervisor with a safety checklist that must be completed at least twice per year.

2.7.2 Injuries sustained by the employee in a home office location and in the course of their regular work duties will be reviewed by the Workplace Safety and Insurance Board (WSIB) on a case by case basis considering:

2.7.2.1 The time of injury;

2.7.2.2 The nature of injury;

2.7.2.2.1 the place of injury; and

2.7.2.2.2 what the employee was doing when they were injured.

2.7.2.3 Employees sustaining an injury while working from home, must report the injury using the established incident reporting form.

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3. Catastrophic Events

In the event of a catastrophic event, such as a pandemic, which requires staff to work from home, HR-4.3, Flexible Work Arrangements may be imposed for all employee groups working in a building or at all locations of the Board. In such situations the guidelines above outline Safety, Security, Equipment and Additional Costs will be followed. In situations of imposed mandatory work from home arrangements, the Board may issue T2200, Declaration of Conditions of Employment Forms for eligible staff.