

**2.0. Human Resources**  
**2.B. Position Descriptions**  
**Policy Reference: EL 1.2**

**Reviewed: August 30, 2022**

**WORKING REMOTELY**

Under the direction and supervision of their supervisor, assigned staff will carry out a variety of duties to facilitate the effective and efficient operations of their position's responsibilities and duties while working remotely. Remote work location options are limited and granted at the sole discretion of the Division and may be revoked at any point in time. The Division maintains physical onsite space for all employees and it is the default, general expectation that all employees report to these sites.

**RESPONSIBILITIES and DUTIES**

There are both team and individual commitments needed to make remote work options successful.

**1.0 Offsite Workspace**

- 1.1 LSD provides each employee with an on-site workspace and relevant tools/equipment. Employees who request a remote work location and are approved, are responsible for their own home equipment. LSD does not supply wi-fi, furniture, monitors, etc., for home offices.
- 1.2 All costs incurred by a remote worker to arrange an offsite workspace and to work remotely are the employee's responsibility and will not be reimbursed (e.g., telephone charges; internet service; home office equipment and software).
- 1.3 A designated and private workspace is required due to the confidential nature of work involving minors.
- 1.4 On approved remote workdays, employees who encounter power, internet, or other technical difficulties are expected to make alternate arrangements and come on-site to complete their work - or request leave as per the collective agreement.
- 1.5 The employee must follow safe work practices and must promptly report any work-related accident that occurs at the offsite workspace to their supervisor.

**2.0 Guidelines for working remotely**

- 2.1 Remote work assignments do not change the conditions of employment, contract/work hours, compensation, or benefits. Employees approved for remote working must comply with all Division regulations and procedures and meet all evaluation performance standards. While presenting from a remote location, apparel, background settings, language, etc., should adhere to normal classroom/work locations and division standards.
- 2.2 Remote work is not a replacement or alternative to taking leaves as per the collective agreement. Being fully engaged in work activities during your work hours is the consistent expectation of the remote work option.
- 2.3 Ensure arrangements are made for regular dependant care, during all work hours.

2.4 In the event that the Division approves a request to work remotely, staff may still be required to attend for all or part of certain days at a pre-determined physical location.

### **3.0 Communication and Reporting requirements**

- 3.1 During the employee's normal working hours, the employee must be available to communicate with the employee's supervisor and other work-related contacts by telephone, email, and other regular means of electronic communication (for example, TEAMS meetings). As in-person communication is not available, phone calls should be answered promptly and e-mail/TEAMS should be monitored closely throughout the day and responses should be in keeping with expectations similar to in-person communication in a workplace setting where regular back and forth daily communication is normal.
- 3.2 The employee must add their supervisor to any virtual classroom (for example, TEAMS) to allow for visits similar to expectations in a physical classroom.
- 3.3 The Employee will be available during normal working hours to receive communication from students and parents. They must keep a log of this student/parent communication.
- 3.4 Attendance must be recorded for any scheduled online classes.
- 3.5 For a remote work location period of 5 days or less in duration, the employee will communicate with their supervisor with details of work completed and student/parent communication log if applicable. This will be completed once at end of the time period.
- 3.6 For a remote work location period of more than 5 in duration, the employee will communicate with their supervisor with details of work completed and student/parent communication log if applicable. This will be completed at the end of each week.

### **4.0 Working Alone**

- 4.1 In situations where the employee will be working alone, the employee and supervisor are to pre-arrange a daily contacts schedule to ensure wellbeing.
- 4.2 The employee shall be accessible by telephone during designated work hours.