



# Policy Manual

Adopted: 2021	Last Amended:
By: Palliser Regional Library Board	Last Reviewed:

## Remote Work Policy

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### Intent

To enable Palliser Regional Library employees to work at alternative locations while continuing to contribute to the attainment of organizational goals.

### Scope

All Palliser Regional Library employees who have been approved to work from an office location at home or at another location away from the Palliser Regional Library Headquarters or Branches.

### Definitions

1. **Remote work:** a flexible work arrangement whereby employees have approval to carry out some or all of their work duties from a remote workplace.
2. **Designated workplace:** the employee's designated workplace or business address where the employee would work if there were no remote work arrangement.
3. **Remote workplace:** the alternative location where the employee is permitted to carry out the work otherwise performed at or from their designated workplace.

### Policy

The approval of each remote work arrangement shall be made on a case-by-case basis, taking the needs of both the employer and employee into account. The employer and employee may agree on remote work when it benefits both parties. Agreeing on remote work is voluntary for both the employer and the employee. The employee does not have an unconditional right to demand access to remote work, and the employer cannot force the employee to do remote work.

## Employee Eligibility for Remote Work

Not all work tasks can be done remotely, and therefore remote work is not an option that is available to all employees. There are many factors that may affect whether an employee is eligible to work remotely, including, but not limited to:

- The employee's work does not require in-person contact with the public.
- The employee's work does not require in-person contact with other employees.
- The employee's work does not involve materials or equipment which are present only in the designated workplace.
- The employee has proven that they are able to self-motivate, schedule and regulate.
- The employee's remote workplace will allow them to do their job effectively (appropriate equipment, high speed internet connection, low noise levels, limited distractions, etc.) and will meet all health, safety, and security requirements.
- The terms and conditions of employment, provisions of the collective agreement, and the application of existing policies and legislation must continue to apply during remote work.

## Remote Work Arrangements

Each remote work arrangement is unique and an individual agreement will be created for each remote work employee.

- Remote work arrangements may be occasional, temporary or permanent.
- Remote work arrangements may be full-time, on certain days, or as necessary.
- Details of the remote work arrangement must include:
  - contact information for the remote worker, including address, email and telephone number;
  - the scheduled hours of work;
  - the general nature of the work to be undertaken;
  - a plan for communication, reporting progress, and monitoring results;
  - if the arrangement is temporary, an agreed upon date to return to the designated workplace.

Once remote work arrangements are approved, managers should ensure that employees who will be working remotely and their colleagues understand the impacts and practical considerations of the remote work arrangement.

### Termination of the remote work arrangement:

Either employer or employee can terminate the remote work agreement with a period of notice of at least seven (7) days. The notification to end remote work does not lead to the termination of the employment contract, but only to the termination of the remote work arrangements.

The employer has the right to terminate the remote work agreement without notice if the employee violates the terms of this agreement or the Remote Work Policy.

## Employee responsibilities

Employees approved to work remotely are responsible for:

- the costs of maintaining the remote workplace (such as heat, Internet access, telephone services, and electricity);
- respecting the terms and conditions of the remote work arrangement, their employment, the collective agreement, any relevant legislation, and all Palliser Regional Library policies and procedures;
- communicating with and reporting progress to their manager, as arranged.
- notifying their manager of any changes in the remote working environment which affect:
  - the location of the remote work site (e.g. moving); and/or
  - the safety of the employee; and/or
  - the ability to meet their work assignments/arrangement.

## Management responsibilities

Any manager supervising remote workers must:

- monitor work results and review the remote work arrangements on a regular basis;
- communicate regularly with remote workers and ensure that all workplace communications are also disseminated to staff working remotely;

## Equipment and Supplies

The employer may provide equipment to the employee for use at the remote workplace. This may include computer hardware, software, office furniture, and supplies, and shall be determined on a case-by-case basis.

Employees are responsible for:

- communicating what their equipment needs are to the employer, including any ergonomic equipment;
- ensuring that any equipment provided by the employer for use at the remote workplace is used only by authorized persons and for the purposes of carrying out the employer's work;
- taking all reasonable precautions necessary to secure and safeguard any equipment belonging to Palliser Regional Library.

## Health and Safety

Employees working remotely are required to comply with all Palliser Regional Library policies and procedures as well as applicable legislation, with particular attention to all The Saskatchewan Employment Act, The Occupational Health and Safety Regulations, and The Workers' Compensation Act.

Employees are responsible for ensuring the remote workplace is adequately equipped and maintained to meet Occupational Health & Safety standards. Employees must ensure that the remote workplace complies with the Ergonomics Checklist and the Health and Safety Checklist.

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Employees must report any work-related accident or injury directly to their manager immediately.

Remote workers shall not hold in-person meetings in their remote work location.

### Security

- Appropriate security controls must be implemented to mitigate risks associated with working remotely.
- Employees must use Palliser Regional Library approved technologies, software and approaches to ensure the security of Palliser Regional Library data, systems and resources.
  - If using a Palliser Regional Library device, employees must follow the processes, procedures, and approaches as instructed;
  - If using a personal (or other non-Palliser Regional Library) device, employees must only access Palliser Regional Library data, systems and resources in an approved manner.
- The manager must confirm the remote worker's understanding of Palliser Regional Library's security practices and Confidentiality Policy.

## Remote Work Agreement Form

### Employee Information:

Employee Name:	
Position:	
Designated Workplace:	
Manager:	

### Remote Workplace:

Remote Workplace Address:	
Employee Contact Phone Number(s):	
Employee Contact Email(s):	

### Remote Workplace Emergency Contact:

Contact Name:	
Address:	
Phone Number:	

### Remote Work Arrangement Terms:

This remote work agreement is valid:	<input type="checkbox"/> Until Further Notice, OR <input type="checkbox"/> For a fixed term, ending [Date]
Working Days and Hours:	
Details of type of work to be performed remotely:	
Plan for communication, monitoring and reporting:	

### Equipment:

The employee has received the following equipment in good working condition:
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Termination of the remote work agreement:

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The employer has the right to terminate the remote work agreement without notice if the employee violates the terms of this agreement or the Remote Work Policy.

Any work equipment loaned to the employee for remote work purposes and mentioned in this agreement must be returned to the employer at the conclusion of the remote work agreement.

Checklist:

- Employee has read and understood the Remote Work Policy
- Employee has reviewed the Confidentiality Policy
- Employee has reviewed workplace security practices
- Employee has reviewed and retained a copy of the Ergonomics Checklist
- Employee has reviewed and retained a copy of the Health & Safety Checklist

Signatures:

Employee:	
Manager:	
Date:	

## Home Office Safety Checklist

### General Conditions

- The workspace is tidy and organized to reduce reaching and twisting motions, and has been cleared of potential slip-trip-fall hazards.
- Lighting is properly arranged: there are no reflections or glare on the computer monitor, and light levels do not cause eye strain.
- Noise levels can be controlled, either by isolating the work area or using noise-cancelling headphones or hearing protection.
- Ventilation and air quality in the workspace are adequate.
- Temperature is comfortable and can be adjusted as needed.

### Electrical Safety

- Extension cords are in good condition and positioned properly
- Cords and cables do not cause a tripping hazard
- Outlets are grounded and not overloaded
- There is surge protection for electrical equipment
- There is sufficient ventilation for electrical equipment

### Fire Safety

- There is a working smoke alarm in the remote workplace.
- There is clear access to a fire extinguisher in the remote workplace.
- Safe exits are accessible in the remote workplace and are free from obstruction.
- An evacuation plan has been established.

### Emergency Procedures

- A periodic contact schedule has been established so that it will be noticed if the employee fails to check in.
- A Remote Workplace Emergency Contact has been selected so that the employer knows how to reach someone near the employee in the event of an emergency. This person can be a friend, neighbour, or family member who lives nearby and can check on the employee.