



Incorporated

R.M. of Frenchman Butte No. 501

POLICY TITLE Remote Working Policy		ADOPTED BY RM Council Resolution No. 2020-11-25-021 EFFECTIVE DATE November 25, 2020	POLICY NO. 900-07
ORIGIN/AUTHORITY RM Council	JURISDICTION RM of Frenchman Butte No. 501	Amended: Rescinded:	Resolution No. 2020-11-25-021 Resolution No.

1. PURPOSE

The purpose of the Remote Working Policy is to responsibly, appropriately and fairly provide RM of Frenchman Butte employees the flexibility to work remotely when deemed eligible and approved by the CAO. The employer desires to provide a responsive and supportive work environment for employees while ensuring the best interests of the organization are maintained.

2. SCOPE

This policy shall apply to all employees including the Chief Administrative Officer (CAO), who are eligible to work from a location other than our office.

3. DEFINITIONS

CAO means the Chief Administrative Office of the RM of Frenchman Butte No. 501.

Remote Working means a location other than the office that offers the adequate resources for the employees' job.

4. PRINCIPLES

- 4.1 Remote working is a temporary agreement between employees and managers to work from a non-office location.
- 4.2 The RM may provide specific tools/equipment for the employee to perform his/her current duties. This may include a laptop, access to the network and other applicable equipment.
- 4.3 The employee shall designate a workspace within the remote working location to be used while working remotely. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
- 4.4 Any company materials taken home should be kept in an area that is not accessible to others to protect confidentiality.
- 4.5 Out of pocket expenses for other supplies will not be reimbursed unless by prior approval of the employees' Director.
- 4.6 Employees must be available by phone and email during core business hours. Employees shall be available to participate via electronic means for staff meetings, and other meetings deemed necessary by management.
- 4.7 The employee shall follow the RM policies and practices and instructions from management.

POLICY

5. ELIGIBILITY

- 5.1 Office based employees, or if job duties permit; employees may be eligible to work remotely on a temporary basis.
- 5.2 Remote working may be considered for the following reasons but not limited to:
 - 5.2.1 Parenting (without Childcare for a prolonged period, is not to be replaced with general absences to care for children).
 - 5.2.2 Emergent matter newly formed or prominent that requires accommodation.
- 5.3 Only employees that have necessary elements in the remote working location may be considered for approval to work remotely. Those necessary elements may include but not limited to
 - 5.3.1 Internet connection with cybersecurity and data privacy
 - 5.3.2 A quiet/distraction free workplace
- 5.4 Written requests to work remotely are to be submitted to your Manager; and are subject to CAO approval and shall set out the term of the remote working agreement.
- 5.5 All requests are to be in writing with specific reasons for the request
- 5.6 The CAO reserves the right to revoke an employee's remote working agreement.

6. REMOTE WORKING AGREEMENT

Employees approved to work remotely agree to the following:

- 6.1 Choose a quiet and distraction free working space
- 6.2 Short-term goals approved by your Manager
- 6.3 Report to Manager as required on your goals, objectives and deadlines of job duties to be accomplished while working remotely
- 6.4 Employees who are ill or sick while on a remote working agreement are required to follow policy requirements, report and record absences
- 6.5 Hours worked within a remote working agreement typically may vary and may not meet the requirements of a normal workday (ie. 7.5 paid and .5 banked)
- 6.6 Banking of time will not be applied unless prior approved by your Manager, with reasonable demonstration an employee performed 8 hours of daily work remotely.
- 6.7 Work effectively with little supervision
- 6.8 Follow the RM's policies and procedures
- 6.9 Ensure data and device security with all Wi-Fi/internet connections; avoid using public WiFi.
- 6.10 Protection of Privacy set out in the Freedom of Information and Protection of Privacy Act and all other RM policies related to confidentiality
- 6.11 Dedicate full attention to your job duties during working hours.
- 6.12 Adhere to break and attendance schedules agreed upon with your Manager.



Appendix A – Employee Request to Work Remotely

I _____ request the ability to work remotely for the period of _____ To _____, 202_, due to the following circumstances:

I _____, understand that a request to work remotely does not grant approval and that my request is subject to the approval of my Director and CAO. I further confirm that the location eligible for remote working will have the following:

1. Internet Connection with cyber security and data privacy
2. A quiet/distraction free workplace

I _____, also agree to the following requirements set out in the Remote Working Agreement Policy No. _____ and listed below:

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Employee Signature:

Date: