

**Subject:** Off-Site Work Arrangements Policy**Recommendation:**

**BE IT RESOLVED THAT Council receive Report #2021-0009, Off-Site Work Arrangements Policy;**

**AND THAT Council approve the Off-Site Work Arrangements Policy.**

**Background:**

Early in the COVID-19 pandemic the Town's Emergency Control Group deemed it necessary for staff to work remotely where possible in order to control the spread of the virus and to provide for operational resiliency. The Town worked diligently to ensure staff could return to work safely. Offices have been rearranged and refitted with barriers to ensure physical distancing, all rooms were measured to determine maximum occupancy limits, daily disinfecting schedules were implemented, PPE has been distributed, and many new operating procedures were established. Many staff continue to work both from home and in the office on a rotational basis.

**Analysis:**

With infection numbers continuing to rise, it is still not clear when it will be safe to have all staff return to work. Although many modifications to Town facilities have been made, the risk of transmission continues to exist. Town staff still must share a limited number of bathrooms, printers/copy machines, lunchrooms etc. As such, it is still not safe to have 100 percent of staff back to work 100 percent of the time. Those who have the ability to do their jobs from home must continue to do so on at least a part-time basis. Accordingly it is necessary to develop a policy and operating procedure to clearly outline the process and guidelines of this arrangement.

The Off-Site Work Arrangement policy and operating procedure provide clarity on eligibility and the approval process, expectations on availability during regular work hours and maintaining the same level of work product, health and safety guidelines, expense reimbursements, and how the arrangement may be cancelled. This policy and procedure will ensure any work from home arrangements will be granted and monitored consistently across the organization.

**Financial Considerations:**

There are no immediate financial considerations with respect to staff working from home. Any purchases for home offices has already occurred and been entirely or substantially covered by Covid Phase I or Covid Phase II federal and provincial funding.

**Alternatives Reviewed:**

Such a policy needs to exist for at least the duration of the COVID-19 pandemic in order to reduce the risk of spread amongst staff and ensure business continuity. As such, no alternatives have been reviewed. The policy has been developed by taking best practices from other municipalities and public sector organizations and is at least partially the result of legal advice received by Town administration.

**Strategic Plan Relationship: Risk Management**

The Town has been encouraging remote work where possible for most of 2020 and now into 2021 in the interest of health and safety. The Town will continue to follow public health guidelines and recommendations and will allow the option to work remotely until it is deemed safe to return to normal operations, at which point the arrangements will be reviewed.

**Consultation:**

The Communicate for Confidence team, one of the Safe Six groups, worked collaboratively on this policy and operating procedure.

**Other Pertinent Reports/Attachments:**

"Appendix A" – Off-Site Work Arrangements Policy

"Appendix B" – Off-Site Work Arrangements Operating Procedure C19-07 and Acknowledgment Form

**Prepared and Recommended by:**

Brianna Langohr  
Human Resources Coordinator

**Prepared and Submitted by:**

David Cribbs, BA, MA, JD, MPA  
Chief Administrative Officer