



<b>Policy Name: Off-Site Work Arrangements Policy</b>	<b>Policy No: S600-XX</b>
Committee approval date:	-
Council approval date:	-
Revision date(s):	-
Department/Division:	Human Resources

### 1. Purpose

The Town of Pelham understands that some employees may need to work off-site from their designated workplace, especially in the event of a pandemic or epidemic. This policy outlines the process and expectations for employees working from home.

### 2. Policy Statement

New employees who have successfully completed their six (6) month probationary period or current employees who have worked at least three (3) months in their current position may be eligible to participate in an Off-Site Work Arrangement. This policy applies to the following employees:

Organizational Status	- Non-bargaining
Pay Category	- Salary Rated
Classification	- Regular Full-time - Contract Full-time

Eligibility to participate in an off-site work arrangement may be altered in the event of a pandemic or epidemic. The Town of Pelham reserves the right to impose remote working under such circumstances and to recall workers back to the workplace.

Employees approved for participation in an Off-Site Work Arrangement will adhere to all provisions outlined in this policy and the Off-Site Work Arrangement Operating Procedure C19-07.

### 3. Definitions

Off-site: includes working from home on a regular basis, or at other Town facilities and other appropriate sites.



#### **4. General Provisions**

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all Town of Pelham policies, procedures, and instructions that would apply if the employee were working at their regular worksite.

Work hours, compensation, and leave scheduling will continue to conform to applicable policies and agreements. Requests to work overtime or use leave time must be approved by the employee's supervisor in the same manner.

##### Approval Process:

Ongoing Off-Site Work Arrangements is not an entitlement and will only be considered:

- i. where working off-site will not negatively impact client/ customer/ citizen service and the ability of the employee's co-workers to perform their duties, and is operationally feasible;
- ii. when the employee's work can reasonably be done off-site;
- iii. where the employee has demonstrated that they are self-motivated, self-disciplined, can work independently, are able to manage distractions and have the ability to meet deadlines;
- iv. when the overall quality and productivity of work is maintained at acceptable level, as determined by the immediate supervisor.

##### Availability:

When working off-site employees must be available to communicate with their work unit during the core business hours (8:30 am to 4:30 pm). The employee is responsible for maintaining effective communication and workflow with clients, co-workers and their supervisors, including checking of office voice mail and email as applicable.

##### Health and Safety:

Town of Pelham is committed to ensuring that the alternate worksite is safe and ergonomic. The Town may make onsite visits to the employee's work site at a mutually agreed upon time to ensure that the designated work space is safe and free from hazards. If the workspace is unsafe and cannot be made safe, the



Town of Pelham may refuse or revoke the employee's work from home arrangement.

Employees working from home will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. The employee remains liable for injuries to third parties that occur on the employee's premises.

Responsibilities:

The employee shall:

- a) discuss and seek the approval of their immediate supervisor for an Off-Site Work Arrangement;
- b) ensure regular contact with the office while working off-site;
- c) ensure appropriate connections to the internet;
- d) ensure an ergonomically appropriate workspace is available for this Off-Site Work Arrangement;
- e) if applicable, arrange dependent care to ensure work can be completed without interruptions;
- f) review and understand all applicable policies (HR, Health and Safety and IT policies); and
- g) review and understand the Off-Site Work Arrangements Policy and Procedure C19-07.

The immediate supervisor shall:

- a) review and authorize requests and agreement if appropriate;
- b) ensure that an appropriate trial period is completed for ongoing Off-Site Work Arrangements and ensure that such agreements do not negatively impact on requirement service levels;
- c) confirm the details, changes or discontinuation of all ongoing Off-Site Work Arrangements with the employee in writing; and
- d) where available and approved, ensure that all corporate costs for the off-site work arrangements are provided.

## **5. Attachments**

C19-07 Off-Site Working Arrangements Operating Procedure and Acknowledgement Form