

	POLICY / PROCEDURE		No.	4.22
	Work From Home		Effective Date	December 16, 2020
			Revision Letter	A
			Council Approval	2020-21-05

1.0 Purpose

- 1.1 To set a policy and establish rules that permit employees to work from home in response to a public health or safety crisis.

2.0 Scope

- 2.1 This policy applies to all employees who work for the District of Fort St. James in an office environment who can perform their job duties or functions from a work at home setting.

3.0 Policy

- 3.1 The Work From Home Policy does not alter an employee's duties, obligations, responsibilities and/or conditions of employment with the District of Fort St. James unless specifically agreed upon in writing.
- 3.2 This Policy is available only to those deemed eligible at the sole discretion of the Chief administrative Officer of the District of Fort St. James.
- 3.3 Either the employee or the District of Fort St. James may end the work from home assignment at any time with or without cause.

Compensation and Work Hours

- 3.4 The employee's compensation, benefits, work status and work responsibilities will not change due to participation when working from home.
- 3.5 Employees are expected to work during their regular number of hours unless they have received approval from the CAO or department manager to work flexible hours.
- 3.6 Unless agreed to, an employee's hours of work will be their regular work hours.

Equipment and Tools

- 3.7 The use of District Equipment must comply with all requirements of the Freedom of Information and Protection of Privacy Act.
- 3.8 The District will provide District Equipment for the employee to perform their duties as deemed necessary or agreeable.
- 3.9 The use of District Equipment, software, data, supplies, or other material when provided by the District for use at the employee's home is limited to authorized persons and for purposes relating to District business.
- 3.10 The District will provide for repairs to District equipment as identified by an employee.
- 3.11 An Employee may not use their personal equipment to conduct business or perform their job duties or responsibility for any reason.
- 3.12 District equipment will be provided as it is available and is provided to the employee as is.

Workspace

- 3.13 An employee shall designate a workspace within their home for placement and installation of equipment to be used while working. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
- 3.14 Any District materials taken home must be kept in the designated work area at home and not be made accessible to others for any reason.
- 3.15 The District has the right to make on-site visits (with 24 hours advance notice) to the employee's home or work location for purposes of determining that the site is safe and free from hazards, and to maintain, repair, inspect, or retrieve District Equipment, software, data or supplies.
- 3.16 If an employee is working alone or in isolation the employee must check in with their supervisor at the beginning and end of their shift unless approved under *Section 3.5*

Office Supplies

- 3.17 Office supplies will be provided by the District as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

Worker's Compensation

- 3.18 During work hours and while performing work functions in the designated remote work area, remote workers are covered by worker's compensation.

Liability

- 3.19 The employee's remote workspace will be considered an extension of the District's workspace. Therefore, the District will continue to be liable for job-related accidents that occur in the employee's remote workspace during the employee's working hours. The District will be liable for injuries or illnesses that occur during the employee's agreed-upon work hours. Workers must report any injuries, no matter how slight, to their supervisor immediately.
- 3.20 In the case of an emergency that requires evacuation in the worker's home, the worker must evacuate immediately and call their supervisor as soon as practical to inform them of the emergency.
- 3.21 The District is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

Dependents

- 3.22 Employees are expected to ensure dependents receive an adequate level of care during their hours of work and may not provide this care while working from home.
- 3.23 Notwithstanding *section 3.22*, an employee may work while a dependent is in their home or workspace and provide minimal Care as long as the employee may continue to perform their job duties or responsibilities.

Communication

- 3.24 Employees must be available by phone and email during regular business hours unless they are approved under S.3.5.
- 3.25 All District business will be conducted on District of Fort St. James equipment or software.
- 3.26 Employees must be available for staff meetings, and other meetings deemed necessary by their department manager or the Chief Administrative Officer.

4.0 Definitions

- 4.1 “**Care**” means providing cooking, cleaning, babysitting, actively supervising or monitoring, playing, or taking any other action which meets the needs of a dependent who is under the control or authority of a person.
- 4.2 “**District**” means the District of Fort St. James.
- 4.3 “**District Equipment**” means, but is not limited to a computer, laptop, telephone, cellphone, mice, books owned by the District, monitors, email, and other individual pieces of electronic hardware owned by the District of Fort St. James and provided to an employee to use to complete their job duties and responsibilities.
- 4.4 “**Employee**” means a person who is employed by the District of Fort St. James as defined by the Canada Revenue agency.
- 4.5 “**Work From Home**” means when an employee participates in a program offered by the District of Fort St. James to carry out their regular duties from their home.

5.0 Responsibilities

- 5.1 The Chief Administrative Officer is responsible for the implementation and activation of the policy
- 5.2 Department heads are responsible for identifying positions or jobs which must be completed during regular business hours and identifying employees who are able to work from home for the approval of the Chief Administrative Officer.
- 5.3 Any employee approved to work from home is responsible for honestly and faithfully working to the best of their ability during their work hours while they are working from home.

6.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	David Schroeter		
Reviewer	Corporate Officer	Luke Charlton		
Final Approver	Mayor and Council	Bob Motion		

7.0 Revision History

Effective Date	Rev Letter	Document Author	Description of Change
	A	Sonjit Dhaliwal	Introduction or Policy