

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: C. Human Resources	Effective Date: June 23, 2020
Topic: 8 Human Resources Processes	Replaces: March 19, 2020
Subject: COVID- 19 Remote Work Protocol	
Policy No. C.8.13	Page 1 of 4

Remote Work Protocol

We have learned through the currently global pandemic of COVID-19 that working remotely can be viable for many positions and those that hold them. While not suitable for every person or role, the DSB is willing to explore an optional remote work arrangement for those that would prefer it and whose work is suited to being performed remotely without issue.

The intent of this remote work protocol is to provide a framework for employees to work remotely where appropriate. Decisions related to which positions work remotely are made based on individual department and operational requirements and the needs of clients take precedence over any remote work arrangement.

This protocol does not alter or replace the terms of your applicable collective agreement or an existing employment contract. Employees must comply with all DSB rules, policies, practices, and instructions that would apply if the employee were working at the regular worksite.

Work hours, compensation, and leave scheduling will continue to conform to your applicable collective agreement or employment contract and existing HR policies.

As mentioned above, not all jobs have the ability to work productively outside of the office. Employees in those jobs may not be permitted to work remotely. Similarly, some employees may not have the requisite resources to work from their home. Also, the DSB requires a certain staffing level within the office, which may limit the number of employees permitted to work outside of the office at any given time.

There will be no additional funding or stipends available to employees working remotely to cover any costs associated with working remotely. This protocol is intended to create a cost-neutral benefit. Remote work is considered optional and therefore no T777 Income Tax expenses may be claimed.

Those working remotely shall be considered to be assigned to work out of the DSB office to which their position is assigned for the purposes of the Collective Agreement (i.e. layoff, posting, etc.).

No mileage shall be payable from the employee's home to their assigned DSB office location, in the event that they are required to report there for any reason.

RESPONSIBILITIES

Each Director or Manager is responsible for ensuring compliance with this protocol within their department.

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: C. Human Resources	Effective Date: June 23, 2020
Topic: 8 Human Resources Processes	Replaces: March 19, 2020
Subject: COVID- 19 Remote Work Protocol	
Policy No. C.8.13	Page 2 of 4

The following requirements must be met in order for remote work to occur:

1. The employee must be in a role that the DSB indicates is suitable to work remotely on either a full or partial basis
2. The employee must ensure adherence to DSB policies
3. The employee must assess their remote working environment for workplace hazards. Should there be any hazards, the employee will be required to report said hazards to management as soon as possible and may be required to work in the office so long as such hazards persist in the remote work environment
4. The employee must have a suitably private location to conduct their work without being overheard by others
5. The employee is required to protect confidential information while working remotely
6. The employee is required to advise management the location that they will be working remotely from
7. Employees working remotely are required to be fully accessible by phone, by video call, DSB email and any other electronic method during working hours. Employees must be prepared to return to the office if needed, based on operational requirements or as otherwise required by the DSB
8. The employee is required to have all conditions listed in the DSB's "IT Remote Work Conditions" on a continuous basis as a condition of being permitted to work remotely. It is understood that these conditions shall be subject to change from time-to-time in order to reflect the technological requirements of providing effective services. In the event that these conditions cannot be met temporarily, the employee shall be required to report to their assigned office location.

Working from home must occur during the employee's regular workday. Revisions to the workday may only occur with supervisory approval.

If an employee cannot abide by the responsibilities outlined in this protocol, or if an employee is sick, or has vacation or other time booked, they must account for this time in HRIS. Otherwise, remote work is considered regular work. Employees may cancel approved vacation in lieu of working remotely in advance. All other provisions of the collective agreement pertaining to vacation or compressed will be followed.

For those employees who work remotely on a rotational basis, vacation time should primarily be booked during their remote work periods not the in office periods, this will ensure the organization has coverage on site.

You do not need to set an out-of-office message if you are working remotely. However, if you are off work, please set an out-of-office message as per usual protocol.

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: C. Human Resources	Effective Date: June 23, 2020
Topic: 8 Human Resources Processes	Replaces: March 19, 2020
Subject: COVID- 19 Remote Work Protocol	
Policy No. C.8.13	Page 3 of 4

LIMITATIONS

Use of DSB technology is done in accordance with the [DSB Human Resources Policy](#), and any abuse of this protocol is subject to disciplinary action in accordance with applicable Human Resources policies.

[C.4.05 Electronic Mail and Internet](#)

[C.4.05A Appropriate and Efficient use of Email](#)

[C.4.05B Use of Equipment and Systems Revised](#)

[C.4.05C Social Networking Sites](#)

Working remotely is only permissible where the employee is able to meet the needs of their position to the satisfaction of the DSB. The DSB is well within its rights at its discretion to alter the conditions required of those working remotely at any time, or to revoke an employee’s ability to work remotely on either a temporary or permanent basis.

Employees working remotely from home are advised that the DSB is not responsible for any impact that may exist with respect to the employee’s home insurance as a result of working remotely. You are advised to connect with your insurer to advise if you will be working from home and make yourself aware of any impact on your insurance policies and/or premium.

HEALTH AND SAFETY

You are required to ensure your work area at home is safe. If your work area cannot be deemed safe, you must report to work in the office. The DSB will not be responsible for any non-work-related injuries or illness that occur from working remotely or working from home.

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: C. Human Resources	Effective Date: June 23, 2020
Topic: 8 Human Resources Processes	Replaces: March 19, 2020
Subject: COVID- 19 Remote Work Protocol	
Policy No. C.8.13	Page 4 of 4

Remote Work Protocol Agreement

I _____ agree to and understand the terms of this Remote Work Protocol.

I understand I am expected to work a full workday (in accordance with my collective agreement or employment contract), taking the breaks that I am required to take. I will not shorten or extend my workday without approval in accordance with existing policies, processes and practices.

During my remote workday, I will be fully accessible by phone, by video call, DSB email and any other electronic method during working hours should my supervisor or a member of the team need to reach me.

I understand that working remotely is only permissible where I am able to meet the needs of my position to the satisfaction of the DSB, and that the DSB is well within its rights at its discretion to alter the conditions required of working remotely at any time, or to revoke my ability to work remotely on either a temporary or permanent basis.

I confirm that I meet all stated requirements and conditions of working remotely and will immediately advise my supervisor in the event that I am unable to meet them.

Employee signature _____
Date

As the employee's supervisor, I confirm that I support this employee's request to work from home, subject to the conditions described within the protocol:

Supervisor Name _____
Date

As the bargaining agent for the employee, I confirm that I support this employee's request to work remotely, subject to the terms established by the DSB.

Union Representative _____
Date