



Background

Remote work arrangements for employees may be necessary in a variety of circumstances. When all of the Employee's responsibilities can be undertaken successfully away from the Employee's regular work site, CGCS supports remote work.

Procedures

1. All instances of long-term remote work must have the approval of the following individuals:
 - a) The Employee's Supervisor; and
 - b) The Superintendent.
2. Remote work arrangements occur when the Employee's work is approved to be performed away from the Employee's regular work site. Such arrangements may be initiated by the Employee or Employer.
3. Remote work arrangements may include a blend of remote work and on-site requirements. This will be determined as part of the approval process.
4. Considerations for working remotely include, but are not limited to:
 - a) The Employee's assigned duties can be successfully completed without the Employee being physically present at the Employee's regular work site;
 - b) The business needs of the organization are not compromised by working remotely;
 - c) Other Employees' work is not negatively impacted by the Employee's remote work arrangements;
 - d) Demonstrated work habits are compatible with remote work;
 - e) The Employee has the necessary resources to successfully complete all assigned duties. Examples of this include, but are not limited to:
 - i. Sufficient and secure internet connection;
 - ii. Appropriate technological accessories; and
 - iii. Appropriate equipment and workspace which meets the CGCS Occupational Health and Safety Procedure requirements.
 - f) Remote work environments should be structured to maximize productivity, minimize distractions and ensure privacy and security is maintained at all times. Supervisors will review the structure of an individual's work environment. Typically, this would occur through conversation and possibly a digital meeting; and
 - g) Working remotely provides personal and organizational advantage.



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5. Most instances of remote work are to be communicated using the Working Remotely Form (AF410A). Examples when this might not apply include situations when they are Employer required, such as whole school shut down for an undetermined period of time or when a short-term arrangement is agreed upon by both the Employee and Supervisors.
 6. Employees must be available to return to their regular work site with 48 hours' notice. Previously planned vacation, or absences for medical reasons will be considered as valid reasons for not returning to the regular work site within 48 hours.
 7. Employees are expected to work the regular hours of their work day, unless alternate arrangements have been made with their Supervisor.
 8. Employees are expected to be accessible for conversations, or meetings, as they would if working at their regular work site.
 9. Employees are expected to be communicating clearly and regularly with peers and supervisor(s) to ensure seamless work flow. This can include any or all of phone, virtual meeting or electronic communication.
 10. Employees will be guided by a weekly workplan, approved by their Supervisor, as required.
 11. Employees are asked to present suitably for the work environment, as if they were working at their regular work location. In the case of virtual gatherings, cameras are expected to be on throughout the meeting.
 12. The Employee's Supervisor will continue to supervise the Employee and ensure an acceptable level of performance is maintained. Should performance become a concern due to the remote work arrangement, CGCS reserves the right to cancel or alter the remote work arrangement.
 13. Electronic equipment required for working remotely must be transported by the Employee to their remote work location and secured at all times. Additional equipment for working remotely may be requested and decisions will be may by the Supervisor, in consultation with the Superintendent. Completion of standard forms for assigned or requested CGCS equipment is required. Should maintenance be required for any electronic equipment, it is the responsibility of the Employee to advise their Supervisor of the situation and make timely arrangements to have the situation resolved, ensuring no interference with regular work responsibilities.

References:

Occupational Health and Safety Act, SA2017
Occupational Health and Safety Regulation, AR62/2003
Occupational Health and Safety Code