



Work From Home Guidelines

Background

Working from KTCEA facilities or schools is considered normal practice for the majority of KTCEA employees. Delivering quality, effective, responsive education to our students safely is our priority.

At its discretion, KTCEA may authorize some employees to work from home. Work from home arrangements can occur during pandemic or emergency situations or for other reasons (e.g. personal or family emergencies, cultural considerations, road conditions, office closures etc.) not within the control of the employee. In exceptional circumstances, some staff may have approval to work primarily from home.

General

Due to the nature of K-12 education, most jobs at KTCEA are required to be performed in-person at a KTCEA school or office for the full work week, even during a pandemic or emergency situation.

There are only a limited number of positions that can be performed remotely. Some work from home arrangements may be appropriate for only a portion of a work week, with in-person attendance at a KTCEA facility required for the balance of the week. All requests are subject to approval by Supervisors/Principals/Directors/Associate Superintendents and ultimately, the Superintendent.

The following issues will be reviewed in considering working from home arrangements for the limited number of positions (outside of a pandemic or emergency situation):

- Operational requirements and impact on service delivery
- Past performance of the employee
- Impact on employee output, productivity and efficiency
- Impact on the employee's work group
- Cost implications
- Employees' access to reliable internet connectivity and cell phone service

During times of a pandemic or other emergencies, employees may not be required to submit a request to work from home. In these events, an overarching directive for the school or office will be provided by their Supervisor/Principal or the Superintendent.

Employees required to work from home will use a KTCEA provided laptop and may be eligible for a partial offset of internet, cell phone and or other approved costs. Reimbursement of these costs may also apply to employees who are approved to work from home on a long-term basis in non-emergency situations.

KTCEA may amend or cancel a remote work arrangement by providing written notice to the affected employee.

In the event an employee working from home changes roles or has a significant change in responsibilities, the continuation of their work from home arrangement may be terminated.

KTCEA reserves the right to cancel or amend this Administrative Procedure, as it deems appropriate.

#	Procedure	Roles & Responsibilities
1.	<ul style="list-style-type: none"> 1.1 Adhering to the guidelines detailed in this Administrative Procedure. 1.2 Making application to their supervisor to work from home. 1.3 Ensuring adherence to all Health and Safety requirements. 1.4 Performing the full scope of their role as provided in their Position Description. 1.5 Keeping their supervisor apprised of their work activities and communicating when they require an adjustment to established goals or deadlines. 1.6 Submitting a weekly report identifying daily activities and hours worked on those activities to their Supervisor. 1.7 Applying themselves to their KTCEA responsibilities as they would if physically present in the workplace. 1.8 Taking care of personal wellbeing and practicing healthy work life balance. This includes working normal work hours and observing breaks that are part of the regular work routine for that position. 1.9 Complying fully with KTCEA Policies and Administrative Procedures, KTCEA Code of Conduct and Alberta Teacher Association guidelines. 1.10 Being available at home during normal work hours for contact by supervisor(s) and colleagues. On an incidental basis, for reasons not covered under leave procedures, an employee may request prior approval from their supervisor to be temporarily away from their home work location. In such cases the employee must agree to make up the lost time without additional compensation. 1.11 Adhering to all communications processes including the requirement that there be at least one daily contact (by phone, text, virtual meeting, or e-mail) between a supervisor and a direct report who works remotely. 1.12 Ensuring that confidential information relating to KTCEA or its employees is fully protected. This includes securing passwords and documents, and ensuring others in the home do not see or access sensitive documents or information on computers/devices or paper. Student data or any other sensitive data must be kept in a secure location (locked cabinets). Computers must be logged off when not in use. 1.13 Ensuring a reliable phone and internet connection is in 	Employees

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	<p>place in the home that is adequate to conduct their duties.</p> <p>1.14 Attending and participating in meetings using remote meeting technology in adherence with established protocols. This includes being on time and fully attentive in remote meetings/classes. It also includes dressing professionally in remote meetings/classes- as is required for staff who report in person for their duties. For better communication, video cameras are to be turned on during meetings whenever possible.</p> <p>1.15 Being physically present at a KTCEA facility when required for the purposes of work handoff prior to the employee or an employee’s co-worker taking vacation; prior to the employee leaving their employment as a result of resignation; or for other reasons relating to operational requirements.</p> <p>1.16 Ensuring that KTCEA equipment, computers, cell phones and other equipment, supplies and data is used only for KTCEA business and solely by the employee.</p> <p>1.17 Making arrangements for others to provide child-care or the care of other family members as they would if they were working in-person at a KTCEA facility.</p> <p>1.18 Attending in-person training at a KTCEA facility or other location as directed by KTCEA.</p> <p>1.19 Reporting all planned or unplanned absences to their supervisor in accordance with KTCEA procedures.</p> <p>1.20 Requesting written approval from their supervisor prior to working overtime, and referring to the KTCEA Administration Procedure on Overtime.</p> <p>1.21 Confirming that they have the relevant insurance coverage that enables them to work from home. Employees must contact KTCEA Finance in order to confirm insurance coverage requirements.</p>	
2.	<p>2.1 Monitoring and ensuring compliance with the guidelines detailed in this Administrative Procedure.</p> <p>2.2 Reviewing requests for work from home arrangements, or in the event of a pandemic or other emergency situation, identifying employees who may be good candidates for work from home arrangements</p> <p>2.3 Working with Information Technology to ensure that home-based employees have the equipment necessary to work remotely.</p> <p>2.4 Providing support to employees, planning work</p>	Supervisors/ Principals

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	<p>activities, and following up with employees on work matters.</p> <p>2.5 Informing home-based employees of organizational news or matters that may impact the performance of their role.</p> <p>2.6 Ensuring at least one daily contact with employees working remotely to ensure employees are supported in their roles. If such contact has not occurred at the end of a workday approaches, it is the responsibility of the supervisor to initiate that contact.</p> <p>2.7 Ensuring that employees who work remotely retain their identity as KTCEA employees by supporting work-related and social contact with those working from KTCEA facilities.</p>	
3.	<p>3.1 Supporting supervisors in the interpretation and enforcement of the Work from Home Guidelines</p> <p>3.2 Considering requests from employees to work from home or requests from supervision for work from home authorization.</p> <p>3.3 Meeting with the KTCEA Superintendent and Deputy Superintendent to review proposed remote work arrangements.</p>	Associate Superintendents
4.	<p>4.1 Providing guidance on the implementation and administration of work from home arrangements</p> <p>4.2 Reviewing and approving work from home requests from Supervisors and Associate Superintendents, including any work accommodations or other exceptions relating to the request. Final approvals of all requests are to be provided by the Superintendent.</p>	Superintendent/ Deputy Superintendent
5.	<p>5.1 Supporting employees and supervisors in the interpretation and administration of these guidelines</p>	Human Resources
6.	<p>6.1 Ensuring that employees working remotely have the IT equipment necessary for the employee to perform their role.</p> <p>6.2 Monitoring adherence to requirements related to the use of KTCEA devices and systems and ensuring remote use of KTCEA systems follows KTCEA policies and the law and is used for KTCEA authorized purposes only.</p>	Information Technology
7.	<p>7.1 Providing the employee with Health and Safety guidelines that apply to their remote work.</p>	Health and Safety

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	<p>7.2 Meeting with the employee to ensure the home environment is appropriate for remote work. This includes considerations relating to equipment, furniture, ergonomics, potential for interruption, and other relevant factors. These meetings can occur virtually.</p>	
8.	<p>8.1 Ensuring that Workers Compensation Board rules relating to work from home arrangements are communicated to employees.</p> <p>8.2 Confirming and communicating insurance requirements for employees working from home.</p> <p>8.3 Providing information/relevant documentation to employees regarding working from home tax considerations.</p>	Finance
9	<p>9.1 Staff who require to travel for more than 50% of their job, may be eligible to receive a company vehicle.</p> <p>9.2 Staff outside the radius of 200kms from central office will be required to park their company vehicle at the KTCEA warehouse weekly.</p> <p>9.3 A mileage log will be introduced and will accompany each of the company's fleet and will be submitted at months end to the transportation manager. **Effective September 2022</p>	Staff company vehicles

References:

KTCEA Policy 12 – Human Resources

Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.