



VILLAGE OF SEDLEY REMOTE WORKING POLICY

Date: September 20, 2022
Version: 1
Approved by Council: September 20, 2022
Review Date: September 2023

1.0 Purpose

The purpose of the Remote Working Policy is to responsibly, appropriately and fairly provide Village of Sedley employees the flexibility to work remotely when deemed eligible and approved by Council. The employer desires to provide a responsive and supportive work environment for employees while ensuring the best interests of the organization are maintained.

2.0 Scope

This policy has been established under Bylaw No. 2016-04 *The Administrative Bylaw* and shall apply to the Chief Administrative Officer (CAO).

3.0 Definitions

CAO means the Chief Administrative Officer of the Village of Sedley

Remote Working means a location other than the office that offers the adequate resources for the employees' job.

4.0 Principles

- 4.1 Remote working is an agreement between the employee and Council to work from a non-office location.
- 4.2 The Village may provide specific tools/equipment for the employee to perform his/her current duties. This may include a laptop, access to the network and other applicable equipment.
- 4.3 The employee shall designate a workspace within the remote working location to be used while working remotely. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.
- 4.4 Any company materials taken home shall be kept in an area that is not accessible to others to protect confidentiality.
- 4.5 Out of pocket expenses for other supplies will not be reimbursed unless by prior approval of the CAO or council.
- 4.6 Employees must be available by phone and e-mail during core business hours.



- 4.7 The employees shall follow Village policies and practices and instructions from management and/or council.

POLICY

5.0 Eligibility

- 5.1 Office based employees, or if job duties permit; employees may be eligible to work remotely.
- 5.2 Remote working may be considered for the following reasons, but not limited to:
 - 5.2.1 Emergent matter newly formed or prominent that requires accommodation.
- 5.3 Only employees that have necessary elements in the remote working location may be considered for approval to work remotely. Those necessary elements may include, but are not limited to:
 - 5.3.1 Internet connection with cybersecurity and data privacy.
 - 5.3.2 A quiet/distraction free workplace.
- 5.4 Written requests to work remotely are to be submitted to Council and are subject to Council approval and shall set out the term of the remote working agreement.
- 5.5 Council reserves the right to revoke an employees remote working agreement.

6. Remote Working Agreement

Employees approved to work remotely agree to the following:

- 6.1 Choose a quite and distraction free working space.
- 6.2 Report to Council weekly of job duties accomplished while working remotely.
- 6.3 Record attendance during the remote working period.
- 6.4 Employees who are ill or sick while on a remote working agreement are required to follow policy requirements, report and record absences.
- 6.5 Hours worked within a remote working agreement will be regular office hours as determined from time to time by Council.
- 6.6 Work effectively with little supervision.
- 6.7 Follow Village policies and procedures.
- 6.8 Ensure data and device security with all Wi-Fi/Internet connections; avoid using public Wi-Fi unless absolutely necessary. Should connectivity issues occur at the remote working location, it is expected the employee will work in the office until the issue is resolved.
- 6.9 Protection of Privacy set out in the *Freedom of Information and Protection of Privacy Act* and all other Village policies related to confidentiality.
- 6.10 Adhere to break and attendance schedules agreed upon with Council.

Council is responsible for adopting the policy regarding the Remote Working policy.
Management is responsible for allocating resources and provide high level oversight of the



Remote Working policy. Management is also responsible for ensuring the organizational resources are appropriately utilized to ensure service delivery.

7.0 Review Date

This policy has a life of 1 year or less at the discretion of the current Council. It will be reviewed in September 2023.

A handwritten signature in cursive script that reads "Alan Currie".

Mayor Signature

September 20, 2022
Council Meeting Date