



TELECOMMUTING POLICY

Policy Number: P-HR-16

Originating Department: Human Resources

Approved By: Council

Date of Approval: March 8, 2021

1.0 **Purpose:**

- 1.1 This policy sets forth the City of Charlottetown's regulations with respect to telecommuting. Telecommuting allows Employees to work from home or another alternate location (telework site) and communicate with the City organization electronically. The City recognizes the value and benefits that a flexible working arrangement such as telecommuting can present when it is operationally feasible. This policy outlines the process used and expectations for Employees who telecommute.

2.0 **Scope:**

- 2.1 This policy applies to all Management/ Non -Union City of Charlottetown Employees.

3.0 **Definitions:**

- 3.1 **Telecommuting:** a flexible work arrangement whereby Employees have approval to carry out some or all work duties from a remote location (telework-site).
- 3.2 **Essential Services:** Services that the interruption of would endanger the life, health, or personal safety of the whole, or part of, the population.
- 3.3 **Designated Worksite:** The Employee's designated workplace or business address where the Employee would work if there was no telework arrangement.
- 3.4 **Telework Site:** the alternative location where the Employee is permitted to carry out the work otherwise performed at or from their designated workplace.

4.0 **Procedure:**

- 4.1 Telework arrangements may be initiated by the Employer or by application of the Employee (as a medical accommodation option or as a flexible work arrangement).

- 4.2 The Department Manager, in collaboration with the Manager of Human Resources and the CAO, will determine if telecommuting is an option for any Employee in any position. Each situation will be evaluated on a case-by-case basis and will depend heavily on operational and department requirements, along with volume of work that can be successfully completed while working from a telework site. The Employee's record must show a demonstrated ability to produce high quality work with minimal supervision to be considered for telecommuting.
- 4.3 If telecommuting is determined to be suitable, the Employee and Department Manager will determine the hours during the day in which they will be online and available. Hours of work should align with the hours of operation for City Hall, however, flextime up to a maximum of 2 hours outside of the regular hours of City Hall may be accommodated. The duration of the telecommuting agreement must also be determined, and the attached Telework Request Form (Appendix A) must be completed. The telecommuting arrangement may be granted for a maximum term of up to 1 year with a written review after 6 months of completion.
- 4.4 Employees, who are telecommuting, must create a work-plan with their Manager and/or submit time sheets for the time spent working away from the designated worksite. If an Employee is found to have made false or fraudulent reports on their timecards, they will be subject to discipline up to and including dismissal. This type of fraud is considered time theft and will not be tolerated.
- 4.5 There will be no changes to an Employee's compensation or benefits while they are working from a telework site.

5.0 **Guidelines for Telecommuting:**

- 5.1 This policy does not alter or replace the terms of an existing employment contract or work schedules outlined in any relevant Collective Agreement. Employees must comply with all company rules, policies, instructions, and practices that would apply if the Employee were working at their designated worksite. Employees will continue to follow the direction of the appropriate Supervisor and act in accordance with any departmental policies. In addition, a telework arrangement may include additional related instructions to be determined by the Department Manager and/or Human Resources.
- 5.2 Employees must use company provided devices when working from home to ensure that appropriate software ad programs and firewalls are being used while maintaining the City's data security and confidentiality. All completed and working copies of documents must be saved on the appropriate City limited access computer drives so that information is available to only those who are authorized to use it. Failure to use City approved devices may leave company data vulnerable to a breach and may result in disciplinary action up to and including

dismissal. The Employee is responsible to provide an acceptable workspace which allows the work to be performed in an environment that does not breach the Employer's confidentiality and security requirements. The Employee must ensure that required IT security standards are always followed and is responsible to adhere to all City IT policies and directives.

- 5.3 City owned resources may only be used for City business purposes. Employees must take all reasonable steps to protect any company property from theft, damage, or misuse. Depending on the circumstances, the Employee may be responsible for any damage or loss of company property. By completing the attached Telework Request Form (Appendix A) an Employee acknowledges and accepts responsibility for all City resources provided to them for the purpose of working at a telework site.
- 5.4 The Employee is responsible for providing adequate workspace and furnishings while working from a telework site. The Employee must be able to provide a telework site that meets the Employer's health and safety standards, so that their health and safety are not jeopardized.
- 5.5 Employees working from a telework site will be covered by Worker's Compensation Insurance for job-related injuries that occur in the course and scope of employment while telecommuting. The Employee remains liable for injuries to third parties that occur on the Employee's premises.
- 5.6 At the end of a telework agreement, the Employee must return all company property used for working at home to the organization. Failure to return City property may result in discipline up to and including dismissal, or legal action if the Employee no longer works for the organization.
- 5.7 If a telework agreement is cancelled by the Employer; Employees will receive reasonable notice to make any arrangements necessary to return the company property to the worksite.

6.0 **Liability Considerations**

- 6.1 In person meetings, on behalf of the City, with colleagues or clients are not permitted to take place at the telework site for liability reasons.
- 6.2 The Employee is required to have and maintain a minimum of \$2,000,000 minimum liability insurance. The insurance company that the Employee purchases their liability insurance from shall be advised of the telework arrangement and provide confirmation to the Employer. The cost of the insurance is solely the responsibility of the Employee.

7.0 **Dependent and Elder Care Arrangements:**

- 7.1 Dependent and/or elder care arrangements must be made by the Employee so that the Employee is not responsible to provide such care during working hours. A telework arrangement is not a substitute for dependent, child, or elder care arrangements.

APPENDIX A

APPLICATION FOR TELECOMMUTING

1. Applicant Details:

Last Name

First Name

Department

Job Title

2. Dates:

Period during which Telecommuting is requested:

From _____ To _____

3. Provide the proposed schedule for the Telecommuting requested:

4. Terms of participation:

- The Department Manager, in collaboration with the Manager of Human Resources and CAO, will determine if telecommuting is an option for an employee and the position they hold.
- Considerations will be based on nature of work, location of work, past performance history, operational requirements and demands, and will be reviewed on a case-by-case basis.
- The Employee is always expected to maintain consistent and punctual hours of work.
- The operational requirements and demands of the Department take precedence in all situations.
- Either party can terminate this agreement with 1 weeks' notice.

I hereby agree to the terms of the Telecommuting arrangements as noted above.

Employee's signature

Date

I hereby agree to grant this employee's request for Telecommuting:

Date

Department Head

Date

Manager of Human Resources