

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

POLICY MANUAL

Section	Employment
Policy Number	AE-2406-01
Policy Title	Working from Home

Purpose:

The purpose of this working from home arrangement is to meet the current emergency directives and requirements in response to the COVID-19 pandemic. This includes the current requirements for social distancing and self-isolation as may be necessary, and in consideration of individual worksite and Employee circumstances, to support the SSIFPD in functioning effectively.

Work from Home (WFH) arrangements are intended for the mutual benefit of the Employer and the Employee, and as such the SSIFPD is expecting fair representation of work performance, hours of work, staff availability, etc. While the SSIFPD is committed to evaluating and implementing requests that allow Employees to work from home where it is operationally feasible under these unique circumstances, it is recognized that not all requests may be supported, or that all job roles may be conducive for a work from home arrangement.

Scope:

Given the potential impact of COVID-19 on the population generally, and in consideration of these specific circumstances, the SSIFPD is providing the authority for Employees to work from home under certain conditions where operationally feasible. It is important to note that this is an emergency event that requires an unprecedented approach to operational continuity and the work from home initiative is only being made available to staff during this event on a without prejudice/without precedence basis. It is understood these guidelines and parameters have been developed recognizing the current COVID-19 health emergency, as this crisis is an evolving matter further refinements and alternate arrangements to this policy may be required.

Principles:

General:

1. Approvals will be evaluated on a case by case basis.
2. The Employee will be available and will undertake Employer directed work consistent with their regular designated work schedule or during periods agreed to by the Employer and the Employee.
3. Detailed performance goals, objectives and expectations will be agreed to by the Employee and Employer, for all WFH arrangements and may be modified from time to time, as necessary.

4. Employees are expected to confirm up-to-date contact information and are expected to respond to phone calls, e-mail, and other communication as is normal workplace practice.
5. In the event there is not enough work that can be done from home to fulfill a regular work schedule, Employees who have been approved to work from home during this crisis will be eligible to use personal time (vacation, banked Time Off in Lieu or unpaid leave) to top up hours.
6. If Employees do not have an Employer issued cell phone, the SSIFPD will reimburse reasonable costs to activate and maintain number blocking services through their provider for the duration of the WFH period.
7. Additional time and/or overtime must be pre-approved by the CAO or Fire Chief before it is worked by the Employee.
8. The Employee is expected to attend meetings by alternative means using the technology available to them. The SSIFPD may require in-person meetings as may be deemed required.
9. Working from home arrangements are being provided as an administrative practice, and may be modified, extended, or stopped at any time. Operational requirements may necessitate WFH opportunities being rotated among staff.

Reporting and Safety:

10. While working from home Employees must check-in with their supervisor on a regular basis.
11. Employees shall check-out with the CAO or Fire Chief for any period they need to leave the home, for example on a personal matter, and check-in upon returning.
12. Employees working from home, for the periods of time worked, are covered for injuries arising out of and while performing their job duties in their homes. There must be a relationship between employment expectations and the time and place an accident occurs. Each case is judged on its own merits using the same general criteria that are applied to any workplace injury.

Equipment:

13. Given the immediate special circumstances, the SSIFPD is permitting the use of personal equipment for WFH arrangements, provided all SSIFPD policies regarding equipment use are maintained.
14. The Employee will provide suitable furniture and technology necessary to work at home. The SSIFPD is not responsible for loss, damage or costs associated with the provision of home use equipment.
15. On a case-by-case basis, as it may be available and not otherwise required for office use,

technology may be provided as available and suitable.

- 16. The use of the SSIFPD’s equipment, software, data and/or supplies is limited to purposes relating to the SSIFPD’s business. Appropriate office supplies may be provided by the SSIFPD and should be discussed in advance of removal with the CAO or Fire Chief.
- 17. All SSIFPD policies regarding the retention of records, acceptable use, freedom of information, and related issues applies to the home environment.

Technical Support:

- 18. An Employee working at home will have access to the same IT services as any other Employee when using SSIFPD systems.
- 19. If an Employee is using their own equipment, they can seek initial support through IT services but if the issue cannot be resolved or the equipment cannot be maintained for the purposes of working from home, the employee must return to the workplace.

Policies and Other Related:

- 20. All SSIFPD policies and procedures continue to apply in WFH arrangements.
- 21. Work information and/or work property remains the property of the SSIFPD. Any work product produced offsite remains the property of the SSIFPD. Confidential information must continue to be treated in a secure manner. No copies of the SSIFPD’s information will be retained on personal computers or as hard copies. All other privacy and confidentiality expectations of the SSIFPD must always continue to be maintained.
- 22. In the event of operational emergency or other circumstance as required, the SSIFPD reserves and retains the right to recall staff to the workplace as required.

APPROVALS

Approval date:	June 8, 2020	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	Board of Trustees
2. Amendment date:		Approved by:	Board of Trustees
3. Amendment date:		Approved by:	Board of Trustees
4. Amendment date:			