

Grey Highlands Public Library

Policy Type: **Operational**

Policy Number: 37-20

Policy Title: **Working from Home Policy**

Policy Approval Date:

23/07/2020

Chair

Signature:



Last Review/Revision Date:

Year of Next Review: 2024

PURPOSE

This Policy outlines how the Library will administer working from home arrangements for employees eligible to work from home.

The purpose of this policy is to implement procedures and expectations of staff permitted to work from home on an occasional basis and as required for emergency measures such as the COVID-19 pandemic.

This policy is based on the Municipality of Grey Highlands Working from Home Policy and designed to mirror key functions and practices in order to create a harmonious working relationship with the Municipality. The Library Board retains its residual executive authority and is responsible and accountable for the administration of all HR and operational policies.

APPLICATION

This policy applies to all Library employees whose jobs have been deemed suitable for working at home. It is the Library's expectation that an employee can complete all required work from home at the same productivity rate as they would if they attended the regular work site. In some cases of emergency, employees may be assigned to work from home with a productivity rate that is less than 100%. This will be assigned by the CEO for emergency purposes only.

Considerations for determining whether a position is conducive to working at home arrangements:

1. The CEO will consider the full scope of duties for a position to determine if it is possible for the employee to perform the duties working from home, with consideration of the following:
 - The resources that an employee needs to do their job must be easily transportable or available electronically.
 - Positions that require continual access to on-site files or equipment are not a good fit for working at home.
 - It is possible that certain activities may require a combination of working from home and on-site.
2. Employees who are approved to work from home will strive to provide a level of service equal to that provided while at an on-site work location.
3. All employees are required to complete the Working from Home Agreement (Appendix 1) to acknowledge that they have read this policy and understand their responsibilities while working from home. The agreement must be signed by the employee as well as CEO or in the case of the CEO, Board Chair.

1. GENERAL RESPONSIBILITIES AND CONDITIONS

- a. The employee and CEO will establish a documented work plan and have regular discussions about work priorities and other matters that relate to the working at home arrangement.
- b. The employee will continue to perform the duties of their job position and employment contract to meet the requirements of their position during the working at home arrangements.
- c. The employee must be reasonably accessible by telephone, email or video conferencing during working hours.
- d. All documents (electronic and hardcopy) used by the employee in their work for the Library should be treated as proprietary and confidential. Accordingly, they must be kept in a secure work area and must not be accessible by others. This means that employees will take the necessary steps to ensure that all electronic files and physical data is not accessible to others whether the employee is physically in or out of the home office.
- e. The working at home arrangement will continue to be subject to operational and other work-related requirements and may be modified or cancelled as necessary at any time at the Library's discretion. The Library will endeavour to provide a minimum of two (2) weeks' notice to the employee should the working at home arrangements need to be modified or cancelled.
- f. The employee is responsible for complying with all Library and administrative policies and procedures as they relate to the employee's job responsibilities. The employee's employment will continue to be bound by the Library's conditions of employment and all other applicable policies and procedures.
- g. The Library will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, including but not limited to home maintenance, insurance or utilities.
- h. The employee is responsible for ensuring adequate home insurance to cover their home office workspace.
- i. Employees should be mindful to keep work-related expenses at a minimum. Reasonable expenses incurred on behalf of the Library (printing, long distance call, personal phone, data usage) may be reimbursed upon providing the necessary proof of expense.
- j. No work-related, in-person meetings should take place at an employee's home. Any necessary work-related meetings should take place via video conferencing or on Library premises, or at another professional, work-related environment.

2. EQUIPMENT, MATERIALS AND OPERATING EXPECTATIONS

- a) If necessary, Employees will be provided with the electronic equipment deemed appropriate by their CEO to complete their duties. All electronic equipment and software provided to the employee shall be used for Library related purposes only.
- b) The employee is solely responsible for any loss or damage to any Library

equipment/property in their possession, including equipment/property while being transported to and from their home and for equipment/property in their home, whether in the designated work area or otherwise, except for normal wear and tear. This includes equipment/property while being transported to and from their home and for equipment/property in their home. Should there be any loss or damage to any Library property while in their possession, the employee must notify their CEO immediately.

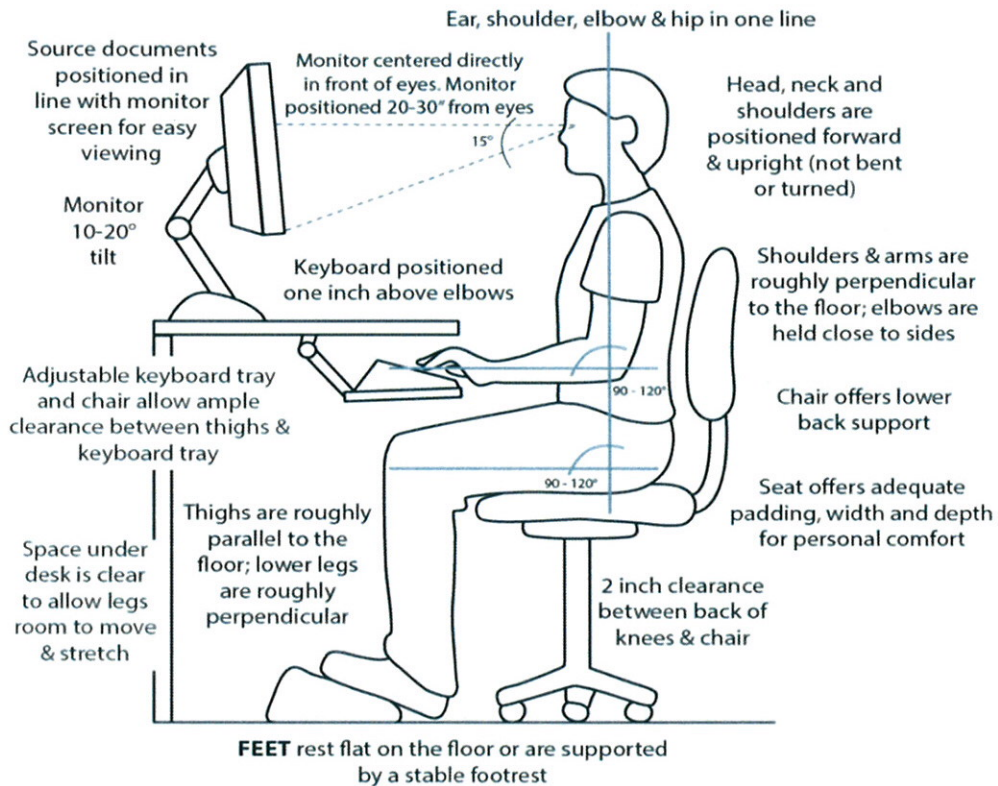
- c) Employees must comply with all Library policies pertaining to the use of computer hardware and software.

3. HEALTH AND SAFETY

- a) When working from home, the employee is responsible for setting up and maintaining a designated workspace that meets health and safety requirements.
- b) Employees are required to complete the Workplace Self-Assessment Checklist (Appendix 2) and submit to their CEO for approval.
- c) The employee will report all work-related accidents or injuries to their CEO in accordance with the Library's policy and procedures. When an employee is injured while working from home, they must comply with the normal reporting requirements for any work-related accident as per the Library's Incident Reporting policy.
- d) Employees working at home that are injured while working in their home office are eligible to apply for WSIB benefits. While the WSIB assesses each case individually based on its circumstances, generally the injury must have occurred in the course of regular work hours and/or in the home/workplace, which the Ministry of Labour defines as the actual space where work is conducted, during the time when work is being done.
- e) Employees should first treat or seek treatment for the injury and then report the injury to their CEO, just as they would if they were injured on the Library's premises.
- f) Incidents of workplace violence and harassment must be reported by the employee to the CEO immediately.
- g) The Library is not responsible and assumes no liability for any injuries to family members, visitors and others in the employee's home.
- h) If the employee is expected to regularly use a computer/laptop for completing their duties, a focus on proper workstation ergonomics is essential. Employees will follow the ergonomic guidelines for their workstations as per the diagram below to the best of their abilities. If library staff do not have appropriate task chairs/other furnishings at home to meet ergonomic standards, the furnishings may be borrowed from

the library while staff are working from home.

THE ERGONOMIC WORKSTATION



4. IMPLEMENTATION

- CEOs are responsible for:
 - a) ensuring that employees working from home have received the required policies and documentation.
 - b) Maintenance of records of all active work at home arrangements and Agreements.
 - c) Providing guidance to employees regarding this policy and expectations.
- Employee Responsibilities:
 - a) Employees who are working from home are responsible for complying with this policy when working at home.

References and Related Policies

Appendix 1 - Working from Home Agreement
Appendix 2 - Workplace Self-Assessment Checklist

GREY HIGHLANDS PUBLIC LIBRARY

Workplace Self-Assessment Checklist

This checklist is to be completed by staff members intending to work remotely in discussion with their Director. This checklist should be completed prior to the staff member commencing a remote work arrangement to determine if a remote work arrangement is appropriate.

Employee Name: _____

Work Environment	Yes	No	Action Required/Comments
A work area has been identified as large enough for the furniture and equipment deemed necessary to fit the task requirements of the job.			
The work floor is in good condition and free from slip and trip hazards.			
The workstation is free from sharp edges that may cause injury.			
Sufficient and secure storage space is available for the work (files, etc.)			
Smoke alarm(s) are in place and properly maintained.			
Carbon monoxide detectors are in place and properly maintained.			
First Aid Kit is available.			
Lighting is sufficient for the tasks being performed.			
Ventilation and room temperature can be controlled.			
There is no excessive noise affecting the work area.			
Path to the exit is reasonably direct.			
Path to the exit is sufficiently wide and free of obstructions (both inside and outside of the workspace.)			
Toxic substances are not located in the work area.			
Has an evacuation plan been established?			
The fixed electrical components (outlets, switches, etc.) are in good condition.			
Electrical cords are safely routed or stowed away from tripping hazards.			
Electrical equipment free from any obvious external damage.			
Do you feel safe working in your home?			
Are there any issues that the Library (Municipality of Grey Highlands) should be made aware of with regards to your safety while working remotely?			

Additional comments:

Employee Name

Signature

Date

Senior Manager

Signature

Date

Please submit this form to CEO prior to working remotely.

Working from Home Agreement		
Employee Name		
Date	Direct Supervisor	
Remote Work Contact Information		
Home Address		
Home Phone Number (if applicable):	Personal Cell Number (if applicable):	Library Cell Number (if applicable):
Safety		
	I acknowledge that I have an area to work remotely that is safe and where I can be productive.	
	I understand that I am responsible to immediately report any accident or injury to my Supervisor.	
Security		
	I understand that I am responsible for the security of the work which I conduct from home and for any Library of Grey Highlands property that I use to conduct that work.	
	I acknowledge that, if relevant to my remote work assignments, I am aware of and will follow Library procedures with respect to the sign-out and removal of any paper records from Library facilities.	
	I understand that I am required to protect personal information about identifiable individuals in accordance with the Library Freedom of Information and Protection of Privacy Act (MFIPPA). I will not share personal information or confidential information with individuals outside the organization (including family members/friends) either directly or indirectly (through leaving personal information in accessible locations).	

I acknowledge that I have read, understand and will comply with all of the terms and conditions of this remote work arrangement and have read the Working at Home Policy.

_____	_____	_____
Employee Name	Signature	Date
_____	_____	_____
Director	Signature	Date

Please submit this form to CEO prior to working remotely.

