

Temporary Working From Home Guidelines

The Division acknowledges the stress and anxiety that have been created in these unprecedented times.

At Pembina Hills, the safety of our staff, students and families is our top priority.

Beginning March 18, 2020, and until further notice, if you are capable of working from home, you may seek approval from your supervisor. If granted, you will not be required to sign a telecommuting agreement, however you are expected to follow these Work From Home Guidelines.

Definitions:

Workplace: the alternative work place where the employee is permitted to carry out the work otherwise performed at or from their regular place of work.

Conditions:

1. The work schedule under these guidelines shall be:
 - a. Certificated staff will be available Monday through Friday from 8:30 a.m. - 4:00 p.m., as per the [2019-2020 School Division Calendar](#). Fulltime teachers shall work a minimum of 6 hours per work day. The work schedule for part-time teachers will be prorated according to their assignment. The schedule will be approved by their principal or supervisor. Teachers are expected to communicate with their students when their scheduled breaks will occur.
 - b. Support staff - as per your normally assigned work hours.
2. Working from home is considered an extension of the Division and therefore subject to and governed by all federal and provincial legislation, Division policies, administrative procedures and applicable collective agreements. Employees must comply with these relevant work conditions.
3. All obligations, responsibilities, terms and conditions of employment with Pembina Hills School Division remain unchanged.
4. Employees are to take direction from their Principal/Direct Supervisor. Employees must be available and accessible during the hours outlined.
5. The following will be provided by the employee at their own expense:
 - A Workplace which is adequate, ergonomically sound, and secure;
 - Maintenance of the Workplace including but not limited to insurance, heat and electricity;
 - Network and telephone access, as well as any mail and courier services necessary to establish and maintain the Workplace;
 - Maintain and repair employee-owned equipment;
 - Any tax consequences of this arrangement, if any, and for conformance to any local zoning regulations;
 - Travel expenses when travel is required to the regular place of work.
6. Division equipment and email accounts shall be used only in accordance with [AP 80-05 Technology Acceptable Use](#).
7. Employees are responsible for the safe and secure handling of all property, documents and other information, including but not limited to electronic files save on employee-owned computers. IT staff will repair and replace PHSD equipment unless it is lost, damaged or stolen through the Employee's negligence or abuse.
8. All PHSD equipment, records, materials and other resources owned by the Division will be returned within seven days of termination.
9. This agreement may be terminated at any time at the sole discretion of the employer.

Employee Name: _____ School: _____

Employee Signature: _____ Date: _____

Supervisor Signature _____ Date: _____