

For the purpose of the Telecommuting Agreement the following definitions will apply:

- Home office – is defined as the primary work site owned or leased by Pembina Hills Public Schools (PHPS)
- Telecommuting Work Site - is defined as the work site in or near the Telecommuting Employee's home approved by PHPS as a Telecommuting Work Site

Telecommuting is an arrangement in which an employee regularly performs work at a PHPS approved Telecommuting Work Site (such as the Telecommuting Employee's home or an office space near the home) during regularly scheduled work days. Occasional work off site does not constitute telecommuting. Telecommuting is a change in physical location only – all other expectations with respect to job performance and professional responsibilities remain the same.

Successful telecommuting will serve the needs of students and the organization. Telecommuting arrangements must promote productivity to the overall functioning of PHPS. The following procedures guide the approval of Telecommuting Agreements between PHPS and the Telecommuting Employee.

1. Conditions

- 1.1 Each Telecommuting Agreement will expire on August 31st of the current school year.
- 1.2 Each Telecommuting Employee will be assigned a home office and will travel to that office at their own expense, and on their own time, upon the direction of the Supervising Administrator or designate, for scheduled meetings.

2. Authority

- 2.1 Consideration of Telecommuting Agreements may be initiated by the School Administrator, the Coordinator of Learning Technologies or the Coordinator of Central Services.
- 2.2 **Telecommuting Agreements are granted subject to the needs of PHPS.** Telecommuting Agreements may be granted by the Superintendent or designate. In determining whether to authorize a Telecommuting Agreement, the Superintendent or designate may consider factors, including, but not limited to, the specialized skill set of the employee and office space considerations.
- 2.3 In rare and exceptional circumstances the School Administrator, the Coordinator of Learning Technologies or the Coordinator of Central Services or designate may designate the Telecommuting Employee's Telecommuting Work Site as the home office.

3. Equipment and Telecommunications Facilities

- 3.1 Division equipment and email accounts shall be used only in accordance with AP 80-05 Technology Acceptable Use for PHPS business conducted in Telecommuting Arrangements. The Telecommuting Employee is expected to provide adequate workspace and ergonomically sound furniture. The Telecommuting Employee will be responsible for purchasing network access from the Telecommuting Work Site. PHPS equipment in the Telecommuting Employee's Telecommuting Work Site is subject to the same inventory control and disposal procedures as that in the primary work site. The Telecommuting Employee is responsible for bringing equipment to the primary work site for inspection, maintenance and repair. PHPS will repair and replace PHPS equipment unless it is lost, damaged or stolen through the Telecommuting Employee's clear negligence or abuse, at the sole determination of the Telecommuting Employee's Supervising Administrator.

4. Responsibilities of the Telecommuting Employee

- 4.1 The Telecommuting Employee is required to allow the Supervising Administrator or a designated PHPS representative both scheduled and unscheduled access to the Telecommuting Work Site to assess safety, security and job performance.
- 4.2 The Telecommuting Employee is responsible for ensuring that all PHPS equipment and records in the Telecommuting Employee's Telecommuting Work Site are maintained in safe and secure conditions as per schedule 'A' of the Telecommuting Agreement and are used only for PHPS business.
- 4.3 The Telecommuting Employee is responsible to travel when their work *requires*.
- 4.4 The Telecommuting Employee is responsible for notifying the Supervising Administrator or designate of anticipated, mutually agreed upon vacation days or sick leave, during times scheduled for telecommuting.
- 4.5 The Telecommuting Employee is responsible for notifying the Supervising Administrator or designate if external circumstances are likely to interfere with their performance under the Telecommuting Arrangement.
- 4.6 The Telecommuting Employee is responsible for ensuring that all Division records in their possession are available to the Supervising Administrator or designate when requested.

Reference

[Policy 23 Information and Technology](#)
[AP 80-05 Technology Acceptable Use](#)
[AP 80-10 Information Security](#)
[Form 4-30-A Telecommuting Agreement](#)
[Form 4-30-B Home Office Safety Checklist](#)