



City of St. John's Corporate and Operational Policy

Policy: 03-05-18 Employees Working From Home

Status:

Issued By: Human Resources

Revision No:

Revision Date:

Date of Original Council

Approval: 2002/11/18

Rescind Date:

Index: 03 Human Resources

Section: 05 Employee Conduct

Title: 18 Employees Working From Home

Purpose

To establish guidelines to permit specific employees to work from their homes.

Policy Statement

1. Application and Approval

- a. Where an employee wishes to work from his/her home on a temporary or a permanent basis, the employee must apply to their Department Head in writing with a copy to the Director of Human Resources, giving the reasons for the request, whether the arrangement will be temporary or permanent and, if temporary, its duration.
- b. On receipt of the written request the Department Head will, after consultation with the Director of Information and Corporate Services and after reviewing all aspects of the request including the feasibility and its effect on the relevant functions of his/her department, grant or deny the application.
- c. The decision of the Department Head will be final and binding.
- d. Where approval is given, it can be rescinded at any time at the total and sole discretion of the Department Head.

2. Administration

Any permission which has been granted for an employee to work from his/her home will be subject to the following conditions:

a. Acknowledgment

i. Before any approved employee may commence working at home (s)he must be provided with a copy of this policy and must sign a document acknowledging receipt of that copy and agreeing to comply with and be bound by all aspects of this policy.

b. Connection

i. Connection to the City Network will be provided in accordance with Policy 10-01-06 excepting that required approvals shall be in accordance with paragraph 1 of this policy.

c. Equipment

i. The provisions of Policy 10-01-06 will apply.

d. Workplace

i. The employee will be deemed to be working from a City approved workplace and will be subject to all applicable City policies and procedures. Failure to adhere to such policies and procedures will result in disciplinary actions in accordance with City policy.

ii. The employee is responsible for maintaining the work area in his/her home as a safe and healthy work environment. The City reserves the right of its Occupational Health and Safety Division to inspect such work areas at any time during normal work hours (Monday to Friday, 9:00 a.m. to 5:00 p.m.).

e. Computer Support

i. Will be provided in accordance with Policy 10-01-06.

Application

Responsibilities

Department Heads, employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - November 7, 2002; Regular Meeting of Council - November 18, 2002.

Review Period

Available to Public

- Yes
- No