



Niagara Catholic District School Board  
**DISCONNECT FROM WORK POLICY**  
ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources Services

Policy No 203.5

Adopted Date: September 27, 2022

Latest Reviewed/Revised Date:

## WORK FROM HOME ARRANGEMENT

The process of determining whether or not an employee is eligible for remote work is dependent on their job description and their overall performance that aligns with the needs of the Board.

Eligible employees can participate in remote work for no more than **two days** a week, with the approval of the supervisor and appropriate Superintendent/Controller. Some exceptions may apply.

The days that are selected to perform remote work are considered as a part of the employee's regular schedule and should not be changed unless there are extenuating circumstances.

An employee who would like to participate in this hybrid work model is required to be in the office for a **minimum of three days a week**. There may be circumstances where with mutual agreement between the supervisor and employee this could be less or more.

Once an employee is granted the opportunity to work from home, they will need to sign a **Work From Home Agreement** which will include:

- The start and end date of the agreement
- The schedule/hours of work
- The responsibilities of the employee
- Understanding that the arrangement can be terminated at any given time
- Understanding that any additional costs associated with the set up of a work station will be at the employee's expense. This may include a desk, chair, mousepad, basic stationary, lighting etc.

### Equipment & Additional Costs

The Niagara Catholic District School Board supplies all employees with the equipment and technology necessary to perform their role from the office. If an employee decides to partake in a remote work arrangement, they will be entitled to a Board provided laptop. Any additional costs associated to the remote arrangement will be the responsibility of the employee. The Board will not be subject to *any additional costs*.

### Employee Health & Safety

The health and safety of employees is of the utmost importance to the Board. This section will outline the Board's expectations of the employee in accordance with health and safety;

- Employees that are working from home are expected to take regular breaks in accordance with employment terms and conditions/collective agreements.
- Employees who are having difficulty with their new work arrangement are urged to contact their supervisor or access well-being resources provided by the Board, including the Employee Assistance Program (EAP).

- Employees are expected to keep their workspace free from hazards.
- Employees are expected to ensure their workspace has adequate lighting, ventilation and smoke detectors.
- Employees are responsible for ensuring their equipment is kept in good condition, this would include; laptops, keyboards, chairs and desks.
- Employees are expected to have a proper computer ergonomics and workstation setup, to prevent musculoskeletal disorder (MSD). For more information about computer ergonomics, please visit [Computer ergonomics | ontario.ca](http://Computer%20ergonomics|ontario.ca)
- Employees are prohibited from holding in-person meetings in their home. All meetings must be conducted over the phone or through video conferencing.

## Roles and Responsibilities of an Employee Working from Home

General Responsibilities as an employee of the Board include:

- Ensuring that all employee information is securely stored.
- Only using a Board provided laptop for business-related activities.
- Managing time efficiently, ensuring that household activities do not get in the way during working hours.
- Only using work email when engaging in work-related activities. Avoiding the use of personal email when speaking with other employees.
- Locking and signing out of computer/laptop when away from desk area.
- Responding to supervisor and colleagues within a reasonable time during work hours.
- Being available via email, video conferencing or phone call during working hours.
- Being available to report to a supervisor in-person, within an hour.
- In accordance with Bill 27, employees should only engage in remote work when they are within working hours.

## Privacy

*Privacy Compliance in Accordance with Niagara Catholic's Administrative Operating Procedures*

- Regardless of the working environment, whether it be in office or at home, Board employees must comply with the Municipal Freedom of Information and Protection of Privacy Act (the Act). One purpose of the Act is to protect the privacy of individuals with respect to their personal information held by the Board.
- Personal information, as defined by the Act, is recorded information about an identifiable individual, including their race, age, family status, address, telephone number, educational, medical or employment history and other information. The Act contains privacy rules governing the collection, retention, use, disclosure and disposal of personal information held by the Board. For further details, consult the full text of the Act, which is available online: <https://www.ontario.ca/laws/statute/90m56>
- When working from home, employees must only bring records containing personal information from the school/office when it is necessary for the purposes of carrying out their job duties. Only copies should be removed, with the original hard copies left in the school/office. All records/documentation must be kept securely at all times, both while in transit and at home.
- In the event of a Privacy Breach (where personal information is collected, used, retained or disclosed in error or without authorization) and information security incidents, the breach must be reported immediately to their supervisor, who will report it to the Chief Information Officer or Privacy Risk Advisor.

- An employee engaging in remote work must ensure that they are storing all of their documents in the cloud offering provided by the Board, such as Office 365 and Google Drive.
- An employee's work device is their responsibility. With this in mind, the employee must ensure that the device is not left unattended in a public area. An employee should never leave their device in their vehicle.
- An employee is responsible for their Wi-Fi and the costs associated to it. An employee must have a password protect Wi-Fi network. Should an employee have an open network, they are expected to contact their internet provider to create a username and password.
- It is suggested to connect your device to an Ethernet Cable, as it will provide fast and reliable internet access.
- If you receive an email from outside the Board or you suspect phishing, please submit the email through the 'report phishing' button on the right top hand corner of Outlook.
- If you are working remotely, you do not have central access to technical support. Should you have any issues with your device, please contact the designated IT person in your division.

### **Work from Home Agreement**

*I hereby certify that I have read and understood the responsibilities and requirements of the work from home program. I have also obtained permission from my immediate supervisor. I understand that failure to work efficiently from home will result in an immediate return to in-office work.*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_