



Parkland School Division

Working from Home/Alternative Workplace Protocol

Parkland School Division is committed to ensuring the health and safety of all staff during this unprecedented time. PSD has introduced work at home provisions to reduce the density of people in each building to reduce the spread of COVID-19.

As the situation is constantly changing, we will update all staff regarding the Division's expectations and work from home protocols as needed.

Working From Home

- Any working from home arrangement needs **to be discussed with your principal or supervisor.**
- Any work from home/alternate workplace provisions must be approved by the principal/supervisor.
- If it is determined that an employee is able to work from home, the expectation is that they continue to attend to job duties or perform duties as discussed/assigned by the principal or supervisor.
- Factors to be considered when determining if an employee can work from home include:
 - Type of work – Does the role require the employee to be present at work? (i.e. custodian)
 - Access and Technology
 - Does the role require the employee to access information or systems that are not available in the home environment?
 - Confidentiality – Does the role require the employee to access sensitive or confidential information that cannot or should not be transferred to a home environment?
 - Technology requirements to work from home
 - Alternative work that could be completed in lieu of regular duties.
- If the work requires the employee to be physically present, principals/supervisors will work to identify risk mitigation to enhance employee safety and increase physical distancing measures. Any measures will be in compliance with direction from the Chief Medical Officer of Health, or other applicable legislation.
- Employees who are authorized to work from home must use the appropriate coding within the Absence Management System. The guidelines for entering codes related to COVID-19 and Work From Home are included in Appendix A.

Guidelines

If work from home/alternative workplace can be supported, all employees are asked to follow these guidelines:

- Home, for the purpose of these guidelines, is defined as the employees place of residence in or near the community of employment.
 - Vacation homes, second residences, etc. not in or near the place of employment are NOT authorized unless agreed upon by the supervisor.
- Alternative workplace, for the purpose of these guidelines, is defined as a location where an employee is permitted to carry out job duties other than their regular work location.
 - For example, an employee who normally works in a school setting, could have CFE designated as an alternative workplace.
- Staff must monitor all methods of communication used by their department or site and respond in a timely fashion.
- Employees are to continue to follow all Division policies and administrative procedures.
- Periodic attendance at an employee's regular place of employment may be required.
- Employees are subject to recall during regular work hours to their regular place of employment, should their principal or supervisor require it.
- PSD will set expectations for work hours and employees must be available and accessible during these times.
 - Generally, employees are expected to be available during their regularly scheduled hours of work.
 - School-based employees are generally expected to be available from 9am-3:30pm, Monday to Friday.
 - Employees/supervisors may mutually agree on an alternative schedule.
- The work schedule under these guidelines shall be aligned with the normally scheduled school year school/work calendar.
 - Employees/supervisors may mutually agree on an alternate schedule.
- Employees will be required to attend scheduled conference calls or web-based meetings as requested.
- Employees are expected to provide timely updates regarding completed job duties or check-in as requested.
- Leave entitlements/absence codes (i.e. medical appointments, personal day, vacation etc.) are expected to be entered following the usual process and practice.
 - ***New Absence/Work From Home codes have been developed in response to COVID-19.***
 - Information and instructions regarding these codes is attached (Appendix A).
 - Additional information can be found in the [Parkland School Division COVID-19 Accommodation and Leave Protocol](#).
- Employees are responsible for the safe and secure handling of all property, documents and other information, including but not limited to electronic files saved on employee-owned computers.
- Employees are expected to maintain confidentiality – in particular, this includes following the terms outlined in the Confidentiality Agreement which includes the safeguarding of personal and confidential information.

- Employees, who have requested to work at home will:
 - have an adequate workplace to meet the requirements/job duties;
 - have adequate internet and phone access; and
 - refrain from non-work-related activities such as shopping, personal social media, etc.

Appendix A

COVID-19/Work From Home Absence Codes

PSD has implemented three new codes in response to COVID-19. Employees are asked to use these codes as follows:

ISO - Isolation/Sick

This code is to be used when an employee is self-isolating as required under the guidelines from Alberta Health Services AND is suffering from illness (i.e. Flu-like symptoms) which prevent the employee from performing their regular duties.

The use of this code is connected to an employee's available entitlements (sick leave) as defined by the applicable collective agreement, employment contract, labour code or administrative procedure.

ISOW - Isolation/Work From Home

This code is used when an employee must self-isolate as required under the guidelines from Alberta Health Services and is able to work from home as per the PSD Work From Home/Alternative Workplace Guidelines.

WFH - Work From Home

This code is used when an employee has made an arrangement, as per PSD Work From Home/Alternative Workplace Guideline to work from **their place of residence**. This code may only be used if permission has been granted from the employee's supervisor.