

NOVEMBER 6, 2024

COMMITTEE OF THE WHOLE REPORT

REPORT NO. CW-090-2024

REMOTE WORK POLICY

**KIMBERLY LITTLE
DIRECTOR, CORPORATE SERVICES**

RECOMMENDATIONS

THAT Committee of the Whole recommends the adoption of the Remote Work Policy to take effect January 1, 2025;

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this new policy.

CLIMATE CHANGE IMPLICATIONS

Where possible reports are provided in a digital format to reduce the Counties carbon footprint. Likewise, policies are made available to staff in digital format through posting on the intranet.

ACCESSIBILITY CONSIDERATIONS

This report and the associated policy can be made available in alternate accessible formats on request.

COMMUNICATIONS CONSIDERATIONS

Based on the direction provided to staff, this matter requires regular communication protocols to be completed.

BACKGROUND

The attached Remote Work Policy is an entirely new policy intended to provide an additional flexible work option of value to eligible employees.

As the workforce and labour market changes, flexible work arrangements can offer an array of advantages to both employees and employers. Some of the benefits to employees may include:

- Improved work-life balance;
- Ability to adapt their schedule to their family's needs or personal interests and responsibilities;
- Ability to work when most productive;
- Improved health.

Benefits to the Counties as the employer may include:

- Improved ability to attract, retain and encourage high quality, high performing employees;
- Reduced absenteeism;
- Increased employee engagement;
- Improved productivity.

DISCUSSION/ALTERNATIVES

The Remote Work Policy establishes guidelines and policy around eligibility, review and approval of remote work arrangements. The policy provides non-union employees who have completed their probationary period and who demonstrate satisfactory performance the opportunity to request to work remotely, i.e. from their home.

Remote Work requests are to be assessed for continuing to meet operational needs/legislative requirements, and for any impact on other employees. Approved Remote Work Arrangements are subject to regular review and will be approved on an equity basis, i.e. on a rotational basis if demand exceeds operational ability to approve.

The proposed Remote Work Policy:

- Allows for remote work of up to two days per week, based on operational requirements and the proportion of work that can effectively be performed remotely.
- Outlines the parameters for structuring an appropriate Remote Work arrangement.
- Provides criteria for management to consider when approving requests.
- Specifies expectations around hours of work, confidentiality, technology and health and safety.
- Delineates the responsibilities for management, employees and the HR Department.

The policy is applicable to all non-union employees, though not all non-union positions will lend themselves to working remotely due to the nature of work, operational needs and legislative requirements.

While remote work offers enhanced flexibility to non-union Counties employees, it is important to recognize that 75-80% of the Counties workforce, cannot work remotely simply due to the nature of their work. Positions that might lend themselves to remote work may be supervisory or support services to the majority of the workforce which for which this is not an option. The drafted policy endeavours to strike a balance between the needs of the Corporation and its diverse employee groups and occupations, against the opportunity to offer this flexibility. The policy is to be reviewed annually to assess its effectiveness.

The attached policy has been reviewed and had input by relevant stakeholders, including the HR Manager, Directors and CAO. Communication of policy changes will ensure it is well understood by employees.

ATTACHMENTS

Remote Work Policy

The report set out above has been reviewed and the information verified by the individuals listed below.

KIMBERLY LITTLE
DIRECTOR OF CORPORATE SERVICES

OCTOBER 22, 2024
DATE

ALISON TUTAK
INTERIM CHIEF ADMINISTRATIVE OFFICER

OCTOBER 28, 2024
DATE