Lambton Kent District School Board

PROCEDURE NO: A-OP-448-26

ADMINISTRATIVE PROCEDURES

SUBJECT: Working from Home

These guidelines apply to all staff whose work location is in the Sarnia Education Centre and/or the Chatham Regional Education Centre and whose job function allows for them to work remotely. This arrangement may not be approved for some employees due to the nature of their work. This program generally does not apply to school-based and school-assigned staff. There may be some opportunities for this program to be applied on a temporary basis where staff are not working directly with students, for example in the summer.

1. Purpose

The Lambton Kent District School Board (LKDSB) allows flexible work arrangements, for eligible employees, to assist in meeting strategic priorities as well as operational requirements. Where remote working is permitted, performance standards, accountability, and services to the Lambton Kent communities must be maintained. These guidelines outline the process and parameters for working from home for eligible LKDSB employees, including the general requirements and the arrangements that must be in place.

2. General Requirements

i. Working from home is not an entitlement, it is not an organizational-wide benefit, and it in no way changes the terms and conditions of employment with the LKDSB.

ii. Employees must adhere to all Board policies, administrative procedures, guidelines, and standards while working from home.

iii. Working from home may be appropriate for some employees and jobs but not for others based on several factors including job function, performance, employment status and interdependence of assigned work.

iv. The option of working from home for part of a work week is a viable, flexible work option when both the employee and the job are suited to such an arrangement.

v. Employees on a remote work arrangement are required to be in the office an average of two (2) days per week.

3. Work From Home Arrangements

i. Before entering into any formal agreement, the supervisor will evaluate the suitability of such arrangement and will obtain approval from the Manager/Area Superintendent.

ii. Employees will be required to attend LKDSB locations when required. During peak times, supervisors may require employees to be in the office.

iii. Supervisors will determine the working from home schedule for their staff and may change the work schedule to best accommodate operational needs.

iv. Hours of Work: The hours of work will be consistent with the current working hours for the employee.

v. Employees working from home must continue to meet performance expectations, and the same level of service, while working from home, including responding to their supervisor and internal/external clients in a timely and reasonable manner.

vi. Employees working from home are expected to be reachable via email, telephone or virtual meeting and has a professional appearance for video calls.

vii. Employees must not hold in-person work meetings at their home. Meetings and calls will be conducted through video conferencing, telephone or in person at an LKDSB administrative site.

viii. In the event of any technological disruptions (i.e. internet not working, no household power), the employee will notify their supervisor immediately and may be required to report to their work location.

ix. Employees are to ensure that dependent care and other personal responsibilities are managed, which allows the employee to successfully meet all job responsibilities.

x. Employees working from home who are ill or unable to report to work are expected to notify their supervisor, in the same manner as when working from an administrative site.

xi. The decision to end any work from home arrangement is at the sole discretion of the Manager and/or Superintendent.

4. Employee Safety

i. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards with adequate lighting, etc.

ii. Work area must be secure, clean, tidy, ergonomically suitable, quiet space to minimize distractions and ensure confidentiality.

iii. Employees sustaining an injury while working from home must report the injury using the established incident reporting form on the employee portal and notify their supervisor immediately. Injuries sustained at home may entitle an employee to workers' compensation benefits. Entitlement will be adjudicated by the WSIB in accordance with applicable policies.

5. Privacy / Security / Confidentiality

i. Employees agree that all obligations pertaining to privacy, data protections, and confidentiality remain in full force and effect during working from home and adhere to all Board policies, administrative procedures, guidelines, and standards.

ii. Employees must maintain confidentiality by using secure digital technology issued by the LKDSB, employing passwords, and creating a secure private physical space where private information can be securely stored.

iii. Employees must use a privately owned, password-protected internet connection that does not have a public Wi-Fi connection to access the Board's email and other systems.

iv. Employees will access the Board's system through high-speed internet service and the virtual

private network (VPN).

v. Employees are responsible for securing LKDSB equipment and assets from loss and theft. Board assets must be kept in a secure location and not be left in vehicles.

vi. Employees are to minimize the amount of paper files and hard copies while working from home.

vii. Employees are to keep information related to their work confidential from any unauthorized person, regardless of whether the information is considered confidential or not.

viii. All work must be saved in the designated place on the Board's server so that it is available to colleagues who require access.

ix. In the event of unauthorized access or disclosure of confidential or private information, the employee will be required to report the privacy breach incident to their supervisor immediately.

x. Employees will inform their supervisor immediately in the event of any damage to Board property.

6. Equipment and Additional Costs

i. The equipment needs for each work from home arrangement will not result in any additional operational costs for the Board. Supervisory Staff are responsible for approving and tracking the relocation of any equipment (including computing technology and accessories).

ii. Equipment supplied by the Board will be used for Board related business purposes only and will remain property of the Board.

iii. Computing technology and accessories supplied by the Board will be maintained by Information Technology staff as per usual practice. At no time will Information Technology staff visit an employee's home to support LKDSB technology.

iv. Equipment supplied by the employee will be maintained by the employee. The Board accepts no responsibility for damage or repairs to employee-owned equipment.

v. Employees are responsible for all the home operational costs incurred with working from home including costs of reliable home internet service, and the purchase of modems and/or routers required for internet connectivity, electricity, other utilities, telephone charges, general office supplies, etc.

vi. Mileage claims for business travel are only reimbursable for any mileage in excess of the daily commute between the employee's place of residence and their normal place of work.

vii. Mileage reimbursement for any work-related travel required on the work from home day would be determined as per the applicable administrative procedure.

viii. Employees may not claim any form of compensation for meals for the time an employee is working from home (inclusive of team events, professional development, meetings of any length, etc.)

ix. It is the employee's responsibility to determine any income tax implication of maintaining a home office. The Board will not provide tax guidance, nor will it assume any additional tax liabilities for voluntary work from home arrangements.

x. As the employee is provided the option to work at a Board location and has personally elected to work from home, the Board will not issue any tax documentation (inclusive of a T2200) in which the employee is claiming any expenses personally incurred while working from home.

7. Roles and Responsibilities

Supervisors/Managers will:

i. Provide support and guidance to employees regarding possible flexible work arrangements and give due consideration to all requests.

ii. Review and make a fair, reasonable, and transparent decision on all requests for flexible work arrangements.

iii. Closely monitor the flexible work arrangements in terms of risk and health and safety in alternate work sites and continued operational feasibility.

iv. Maintain and monitor a regular schedule of employees who work remotely.

Implementation Date:	June 1, 2022 – June 30, 2023 (Pilot)
Revised Date:	June 30, 2026
Reference:	Appendix A – Working From Home Agreement