



POLICY STATEMENT

Policy Name	Working Remotely		
Policy #	720	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	June 4, 2021
Policy Approved by	President and CEO	Issue or Revision Date	October 6, 2022
Procedures Approved by	CFO & Vice President, Administrative Services	Review Date	October 2027

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to provide an effective and consistent framework for a Saskatchewan Polytechnic remote working environment which enhances or maintains Saskatchewan Polytechnic services for students and clients.

SCOPE

This policy applies to all Saskatchewan Polytechnic employees.

Working remotely is voluntary. An employee may request a remote working arrangement and the employer may agree to such arrangement, in consideration of the shared or organizational interests this opportunity provides.

This policy does not circumvent the rights or application of the collective agreements in force. This policy may not apply in situations where employees are asked to temporarily work remotely as dictated by circumstance, e.g., pandemics, facility emergency.

This policy is not intended to replace accommodation processes as outlined in Policy 712 Reasonable Accommodation.

GUIDING PRINCIPLES

Saskatchewan Polytechnic is committed to:

1. Providing the best possible education to students and the best possible services to clients.
2. Treating all employees in a fair and reasonable manner, regardless of their work location.
3. Creating clear procedures to facilitate an effective remote working environment.

4. A fair and transparent selection/approval process for individuals wishing to work remotely.
5. Providing a safe and healthy work environment regardless of location.
6. Using resources responsibly and effectively and making sound financial decisions about remote working arrangements.
7. Complying with all applicable employment, safety and human rights legislation.
8. Complying with all applicable collective agreements.

POLICY

1. Working remotely will maintain or improve on the quality of learning experience and/or provision of services.
2. Employees working remotely are required to comply with ALL Saskatchewan Polytechnic policies and procedures as well as applicable legislation, with particular attention to the following:
 - a) all relevant Provincial Occupational Health and Safety Acts, Regulations and Codes, including Workers Compensation Act, 2013;
 - b) all Information Technology Services (ITS) policies and practices;
 - c) all data integrity, privacy and security requirements, as outlined by ITS and the Privacy Office.
3. Working remotely arrangements are granted on a case-by-case basis and reviewed at two levels:
 - a) Review and initial recommendation by direct manager/supervisor.
 - b) Final review and approval by next level Out-of-Scope (OOS) manager/supervisor.
4. To be eligible to work remotely, the following criteria must be met:
 - a) Employee
 - i. The individual has the desire and necessary skills and behaviours to work independently in a remote environment or has demonstrated an ability to learn the skills and behaviours.
 - b) Position
 - i. The tasks related to the role/position can be performed remotely while still providing the best possible education to students and the best possible service to clients.
 - ii. The work can be completed primarily without in-person interaction, keeping in mind that some in-person interactions will generally be required.
 - iii. The manager is able to manage the work based on accountabilities/assignment and results.
 - c) Environment
 - i. The remote working environment is confirmed adequate to support work assignments and accountabilities and keep employees safe.
5. All remote working employees under this policy will complete the required application and provide information on the remote working environment.
6. Saskatchewan Polytechnic is not responsible for any incremental costs resulting from a Working Remotely Arrangement. The standard provision to employees in a Working Remotely Arrangement is a computer. Requests for any additional equipment, furniture or other resources must be assessed by the direct manager/supervisor on a case-by-case basis and if approved will be paid from their budget. All items provided must be documented by the applicable department.
7. All remote working employees will notify their direct manager/supervisor and OOS manager/supervisor

of any changes in the remote working environment which affect:

- a) the location of the remote work site (e.g., moving); and/or
- b) the safety of the employee; and/or
- c) the ability to meet their work assignments/arrangement.

8. Certain committees, task forces, events, meetings, etc. may require in-person attendance. In these cases, physical attendance is required and not optional.
9. Remote workers are expected to maintain their primary residence in Saskatchewan, within a reasonable driving distance to the campus to which they are assigned. The employer does not reimburse for travel from the remote workplace location to the home on-site workplace/campus/office.
10. Remote workers are expected to work the hours outlined in their collective agreement or the office/work standards/schedules. Agreed to/typical work hours will be identified in the Working Remotely application.
11. Remote workers shall not hold in-person meetings in their remote work location.
12. Non-compliance with the terms in the Working Remotely Arrangement may result in termination of the Arrangement and/or further action as deemed necessary by the Employer.
13. Changes to the Working Remotely Arrangement are subject to review depending on the needs of the organization. Change requests will be approved by the direct manager/supervisor and the next level OOS manager/supervisor.
14. The Working Remotely Arrangement may be terminated by the employer with a written explanation and conducted in accordance with the procedures. Termination will be approved by the direct manager/supervisor and the next level OOS manager/supervisor. Employees returning to an on-site work arrangement may be required to complete site or role orientation where directed.
15. An employee may request to terminate a Working Remotely Arrangement by submitting a Cancel request to their direct manager/supervisor indicating reasons for this change. Such requests may be subject to operational requirements and the employer's ability to realign to an on-site work arrangement.

DEFINITIONS

Applicant: An employee making application to work remotely.

Direct Manager/Supervisor: Refers to the individual to which an employee has a direct reporting relationship. For academic instructors this refers to the Program Head.

Employee: An individual employed by Saskatchewan Polytechnic.

Employer: Refers to Saskatchewan Polytechnic.

On-site: A work location managed by Saskatchewan Polytechnic, including offices, classrooms, labs and shops.

Working Remotely: Refers to work performed outside of the traditional office, classroom, lab or shop. Working remotely is a long-term arrangement and does not interfere with other short-term/casual arrangements.

Working Remotely Arrangement: The official arrangement between the employee and Saskatchewan Polytechnic outlining the mutual understanding of the working remotely parameters and expectations.

RELATED POLICIES/DOCUMENTS

- 303 – Use of Saskatchewan Polytechnic Equipment and Resources
- 304 – Use of Saskatchewan Polytechnic Facilities and Grounds
- 411 – Travel, Hospitality and Other Expenses
- 412 – Timesheet Completion
- 504b – Management Authorities Grid
- 505 – Parking
- 602 – Health and Safety
- 607 – Fit for Duty and Learning
- 703 – Code of Conduct
- 706 – Employee Complaints
- 801 – Appropriate Use of Information Technology Resources
- 802 – Data Management
- 804 – Electronic Communication Services
- 806 – Information Technology Security
- 807 – Mobile Communication Device Usage Policy

Saskatchewan Polytechnic Collective Bargaining Agreements

APPLICABLE LEGISLATION OR REGULATIONS

- The Saskatchewan Employment Act*
- The Occupational Health and Safety Regulations, 1996*
- The Workers' Compensation Act, 2013*