

Policy Name	Working Remotely		
Policy #	720	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	N/A
Policy Approved by	President and CEO	Revision Date	May 7, 2021
Procedures Approved by	CFO & Vice President, Administrative Services	Review Date	See Policy Review Date or As Required

See the related [POLICY](#).

PROCEDURES

1.0 Working Remotely Application Procedure

- 1.1 The Working Remotely Application is a comprehensive document in which the employee seeks approval for a remote working arrangement.
- 1.2 Application timelines include:
 - a) There will be two start times each year where employees may begin a Working Remotely Arrangement: July 1 and January 1.
 - b) Applications will be submitted to the direct manager/supervisor by April 15 for a July 1 start and by October 15 for a January 1 start.
 - c) Applications will be reviewed by the direct manager/supervisor and forwarded to the next level out-of-scope (OOS) manager/supervisor with a recommendation within 30 days.
 - d) Applications will be reviewed by the next level OOS manager/supervisor within 30 days.
 - e) Applicants will be informed as soon as a decision has been made.
 - f) Any new employees or those in a new position may make application outside of these timeframes.
- 1.3 The employee completes the Working Remotely Application as per the directions provided on the application and discusses the self-assessment with their direct manager/supervisor.
- 1.4 Once completed, the application is forwarded to the applicant's direct manager/supervisor.
- 1.5 The direct manager/supervisor reviews and provides a recommendation on the working remotely arrangement to the next level OOS manager/supervisor. The next level OOS manager/supervisor will approve or reject the application based on the information provided in the application, noting the area(s) or deficiency that limits the ability to approve the application. Rationale for rejecting the application should be documented on the application form and communicated to the employee making such application. Rationale for rejecting an application may vary by program, department, role/position and person.

2.0 Working Remotely Arrangement Procedure

- 2.1 Once complete and approved, the application form becomes the final arrangement and will be submitted to Human Resources and maintained in the employee's personnel file.
- 2.2 The arrangement will be reviewed on an annual basis by the employee and the direct manager/supervisor to ensure the arrangement is still working as intended. Any changes may be completed as per Section 4.0 of these Procedures.

3.0 Tax Documentation

- 3.1 Saskatchewan Polytechnic will provide the appropriate tax form(s) where requested to enable employees working remotely to deduct certain expenses on their tax return.

4.0 Changes to Working Remotely Arrangement

- 4.1 Changes to an existing Working Remotely Arrangement must be documented on a Working Remotely Change form and agreed to by the direct manager/supervisor and the next level OOS manager/supervisor prior to implementation. If agreement is not reached, this may result in cancellation of the existing arrangement.
- 4.2 Once changes are agreed to and approved, the documentation will be submitted to Human Resources and maintained in the employee's personnel file.

5.0 Termination of Working Remotely Arrangement

- 5.1 Where able, the employer will attempt to accommodate the timing of a change in work location. This will be assessed on a case-by-case basis and align to the guiding principles. The Employer reserves the right to terminate the arrangement without notice when required.
- 5.2 The Working Remotely Arrangement may be terminated by the employer for the following conditions, or any other conditions that may arise during the arrangement:
 - a) The terms and conditions of the original Working Remotely Application can no longer be met, or have changed, thereby cancelling the approval arrangement. Such situations could include a move, a change in the use of space, IT/technology barriers, personal circumstances, etc.
 - b) The employer is made aware of changes to the physical space or working conditions whereby it is no longer safe, healthy or viable to remain in the arrangement.
 - c) Employee changes position/jobs within Saskatchewan Polytechnic.
 - d) There is a change in the employee's employment, designated work locale, or performance status. Situations could include requesting a leave, adjustment to hours of work, adjustment to work locale, where the ability to perform the role is no longer sustainable in the working remote arrangement, etc.
 - e) An emergency arises and the arrangement requires termination, suspension or modification.
- 5.3 Employees may request a termination to the arrangement using the following guidelines:
 - a) The employee will complete the appropriate documentation to terminate the arrangement and provide it to their direct manager/supervisor.
 - b) Such requests will require a minimum 30 days' notice to allow the employer the opportunity to assess the request and assess the feasibility to return to an on-site work arrangement. An exception may be made in exceptional circumstances.
 - c) The employee will identify the work environment or geographic location changes where it is no longer safe, healthy, or productive.

- 5.4 The employer will consider an employee's request for termination based on the substance of the request and the operational capacity to adjust the work arrangement.
- 5.5 The employee or direct manager/supervisor will document the request for termination (employee) or the notice of termination (employer) of the arrangement by completing a Working Remotely Termination form. Once complete and approved, the documentation will be submitted to Human Resources and maintained in the employee's personnel file.

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.