

STATEMENT OF POLICY AND PROCEDURE

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Subject: **WORKING REMOTELY** | Sec 1, 2E

Reviewed 2022/07/08 | Revised: 2024/11/29 | **Effective: 2021/02/26**

SECTION 1 - 2.E

WORKING REMOTELY

The Northern Lights Library Board recognizes that there are situations or positions where having staff work remotely may benefit the employer and/or the employee. An employee is deemed to be working remotely if their regular place of work is not NLLS headquarters in Elk Point, Alberta. This policy is applied at the discretion of the Executive Director according to job requirements.

Policy:

When practical or necessary, NLLS may require employees to work remotely on a temporary or permanent basis. Where remote working arrangements are permanent, they must be formalized by written agreement between the employer and employee. This policy does not change or replace the existing terms of an existing employment agreement. Remote employees must comply with all relevant NLLS policies, practices, and instructions. Work hours, compensation, annual vacation, and employee leaves will follow applicable policies and agreements. The employer reserves the right to end an employee's remote work arrangement at any time.

All staff working remotely will complete the Remote Work Safety Assessment (Appendix A) annually and return a signed copy to the Executive Director. Photographs of the workstation setup must be included with the assessment.

Responsibilities

The Employee is responsible for:

- a) Costs associated with working remotely, e.g. network connection
- b) Tracking and reporting costs associated with remote work to the Canada Revenue Agency
- c) Maintaining a home-work environment that is ergonomic and free of hazards
- d) Maintaining open and regular communication with supervisor and team members
- e) Performing their duties in a safe and responsible manner and to a high standard

The Employer is responsible for:

- i. Approving or denying remote working arrangements
- ii. Providing a computer and other devices as necessary to adequately perform tasks remotely (including the accommodation of special needs, within reason)
- iii. Providing access to desktops and other devices as required company resources and software
- iv. Maintaining open and regular communication with the employee
- v. Working with staff to ensure that occupational health and safety practices are observed in remote environments.
- vi. Providing the employee with appropriate remote work documentation for tax purposes

NLLS Executive Board Chair

November 29, 2024

Date of Approval