



# KWANLIN DÜN FIRST NATION WORK-FROM-HOME POLICY

## 1.0 Purpose

The purpose of this policy is to provide a consistent organizational approach to work-from-home arrangements. This approach focuses on health and safety, records and security, and work-life balance.

## 2.0 Scope

All employees are eligible to apply for work-from-home arrangements on a conditional basis. Under circumstances described in 5.1.6, the Executive Director may provide department or government-wide work-from-home initiatives.

## 3.0 Definitions

*Designated worksite.* The employee's regular work environment at KDFN where the employee would work if there were no work-from-home arrangements.

*Work-from-home arrangement.* An agreement between an employee and KDFN where an employee fulfills their job duties from a work area within the employee's home.

*Work-from-home site.* The alternative location where an employee is permitted to carry out the work otherwise performed at their designated worksite.

## 4.0 Policy

Work-from-home arrangements may be considered when a director and an employee both agree that such an arrangement would be beneficial, subject to operational requirements and the provisions outlined in the policy.

## 5.0 Procedures

### 5.1 Eligibility

5.1.2 Employees interested in work-from-home arrangements shall first discuss the arrangement with their supervisor, who will then bring the discussion to the director.

5.1.3 Except in circumstances outlined in 5.1.6, work-from-home arrangement requests (Appendix A) are reviewed on a case-by-case basis and approval is granted at the sole discretion of the department director.

5.1.4 All work-from-home arrangements are subject to operational requirements and can be terminated at any time, provided reasonable notice is given to either the employee or the employer.

5.1.5 Approval for work-from-home arrangements shall only occur when:

- a) Except as provided in 5.1.6, the employee shall have worked at KDFN for a minimum of six months;
- b) The request is in writing;
- c) The arrangement is voluntary;
- d) The employee can maintain an established work schedule and performance objectives;
- e) The director is confident that the employee's job performance will not be negatively impacted;
- f) There will not be a financial or organizational burden on KDFN as a result of work-from-home arrangements;
- g) The employee's job duties are compatible with work-from-home arrangements;
- h) The employee has read, understood, and signed off on the Work-from-Home Health and Safety Checklist (Appendix B);
- i) Except as provided in Section 5.6.2, the employee shall not be responsible for child care during work hours while on a work-from-home arrangement; and
- j) Except as provided in Appendix C or through formal workplace accommodation, the cost of the work-from-home arrangement shall not be higher than a designated worksite.

5.1.6 Where the health and safety of employees and property is threatened and immediate action is required, the Executive Director may issue department or government-wide work-from-home initiatives. All other provisions within this policy apply.

## **5.2 General Terms**

All work-from-home arrangements shall comply with the following terms:

5.2.1 Employee requests for work-from-home arrangements shall be submitted to their supervisor, who will then bring the request forward to the department director.

5.2.2 Requests are subject to operational requirements and are not guaranteed approval.

5.2.3 All work-from-home arrangements are subject to KDFN occupational health and safety standards as well as applicable legislation and provisions.

5.2.4 Work schedules, recall notice, and performance objectives shall be established by the director prior to the commencement of any work-from-home arrangements.

5.2.5 All terms and conditions established by KDFN shall apply for the entirety of an employee's work-from-home arrangements, including, but not limited to policies and procedures and relevant legislation.

5.2.6 Work-from-home requests shall not be cause for any form of disciplinary action.

### **5.3 Supplies, Equipment, and Furniture**

5.3.1 The employer is responsible for providing a desktop or laptop computer, required software, keyboard, and mouse, subject to budgetary constraints. Other equipment, including office chairs, tables, lamps, and work phone is determined on a case-by-case basis. All equipment provided by KDFN remains the property of KDFN.

5.3.2 All work-from-home arrangements require a KDFN laptop or desktop computer with remote network access. No personal computers shall be used.

5.3.3 For an employee to be considered for a work-from-home arrangement, they must have an internet package in their home. Reimbursement for internet costs is outlined in Appendix C.

5.3.4 The employee is responsible for all other costs associated with work-from-home arrangements, including, but not limited to heat, electricity, and taxes.

### **5.4 Health and Safety**

5.4.1 All employees are required to maintain health and safety standards when on work-from-home arrangements.

5.4.2 All employees on work-from-home arrangements are required to have a telephone or cell phone at their work-from-home site.

5.4.3 All employees are required to establish regular and consistent check-in procedures with their supervisor or director prior to entering any work-from-home arrangement.

5.4.4 All employees on work-from-home arrangements are required to submit a Work-from-Home Health and Safety Checklist (Appendix B). The employee is responsible for ensuring a safe work-from-home environment.

5.4.5 Any injuries occurring while on work-from-home arrangements must be immediately reported to the employee's supervisor.

5.4.6 No work-from-home arrangements shall include visitations with clients in the employee's home.

5.4.7 No work-from-home arrangements shall occur in homes that are under construction or renovation.

### **5.5 Security, Records, and Confidentiality**

5.5.1 To maintain integrity of sensitive employee, employer, client, and government information, the employee on work-from-home arrangements shall adhere to the provisions outlined in Appendix D, Records Management, Privacy, and Security of Information as well as applicable KDFN policies. Further, all additional requirements of information management and protection shall be managed at the discretion of the department director.

5.5.2 Insurance expenses related to work-from-home arrangements are provided through KDFN's insurance policy.

5.5.3 The employee will ensure that work-from-home arrangements do not breach the terms of the employee's home insurance policies.

## **5.6 Child Care Arrangements**

5.6.1 In most circumstances, dependent care arrangements must be made by the employee so that the employee is not responsible for providing such care during work hours. Work-from-home arrangements are not a substitute for child care arrangements.

5.6.2 When the need for child care is a result of school or daycare closures or the child's required leave due to school or daycare directives, all effort to find suitable alternative arrangements must be made. Where no alternative child care can be found, the employee may still apply for a work-from-home arrangement. The employee and the supervisor or director will discuss how the employee intends to provide child care without a significant impact on the employee's ability to meet the requirements of their position. If the supervisor or director is satisfied that the employee will be able to perform their duties without a significant impact on the employee's ability to meet the requirements of their position and all other requirements of 5.1.5 are met, the supervisor can approve the work-from-home arrangement.

5.6.3 When an employee who is on a work-from-home arrangement must care for a child that is sick, it is expected that the employee will use available leave in accordance with KDFN policies and leaves available under applicable legislation.

## **6.0 Related Policies**

Computer and Electronic Device Use Policy  
Personnel Policy 6.9 Information and Communications Technology  
Telework "Remote Access" Guidelines  
Special Leave Policy  
Records Management Policy  
Transitory Records Policy and Procedures

## **7.0 Related Legislative Authority**

Canada Labour Code Section 177.1  
Policy Authority: Kwanlin Dün First Nation Personnel Policies and Procedures Manual  
Legislative Authority: Constitution of Kwanlin Dün First Nation  
Administrative Authority: Administration and Department Directors

## **8.0 Appendices**

**Work-from-home request**  
**Health and Safety Checklist**  
**Reimbursement**  
**Records Management, Privacy, and Security of Information**



## Work-from-home request

### Current template

 <span style="float: right;"><b>COVID-19</b> Work from Home Request</span>	
<b>Employee</b>	
First Name:	Last Name:
Department:	
Job Title:	Supervisor name:
<b>Alternative Workplace</b>	
Start date:	End date (if applicable):
Physical address:	Hours of work:
Primary contact # (during office hours):	
Equipment & applications required:	
<b>Goals and Objectives</b>	
Focus and current priorities (to maintain business continuity):	
Plan for reporting/check in with supervisor (how, frequency): <small>Click or tap here to enter text.</small>	
<b>Employee Obligations (supervisor has reviewed with employee prior to submission)</b>	
<ul style="list-style-type: none"> <li>Employee is willing and able to work from home and agree to maintain service and productivity.</li> <li>This request is not to replace sick leave (employees who are sick should submit sick leave).</li> <li>Employee may be recalled back to the workplace to carry out substantive role or to perform duties of a different or essential nature.</li> <li>Employee status, hours, overtime, obligations and benefits are not altered by this agreement.</li> <li>Employee will promptly report any work-related injuries to their supervisor.</li> <li>Employee agrees that no work-related appointments or meetings will take place at his or her home location.</li> <li>Employee agrees to protect and secure any government records, property, data and communications.</li> </ul>	
<b>Approval</b>	
Supervisor categorizes this position's tasks as:	
<input type="checkbox"/> Critical <input type="checkbox"/> Vital <input type="checkbox"/> Necessary <input type="checkbox"/> Desired	
Supervisor determination: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
X _____ Supervisor	X _____ Employee

Please send completed/signed request to Human Resources.



## Work-from-Home Health and Safety Checklist

Health and safety considerations are important regardless of an employee’s work location. This document outlines safety considerations for employees who are on work-from-home arrangements. All arrangements are subject to the KDFN’s Personnel Policy and Occupational Health and Safety requirements as well as all applicable laws and regulations.

All employees on work-from-home arrangements are required to sign the attached health and safety checklist indicating their compliance with the elements listed. In addition to this, the following safety conditions apply:

1. The employee must maintain contact with the designated worksite and establish a routine for contact with the supervisor. This contact shall be made even when no work updates are necessary.
2. If an employee who is on a work-from-home arrangement does not feel safe due to:
  - The physical set-up of the work station; or
  - Safety concerns in the home, including increased isolation, noise or air pollutants, domestic violence situations, alcohol and drug use,

**The employee must report these concerns to their supervisor.**

An answer of “yes” to each question in following checklist is required prior to entering into any work-from-home arrangement. When “no” is indicated, the employee may use the suggested actions to ensure safety standards are met. If already on a work-from-home arrangement, the following checklist shall be completed at the earliest opportunity.

### Safety Checklist

Item	The Office Chair	Yes	No	Suggested Actions
1.	Are your feet fully supported by the floor when you are seated?			<ul style="list-style-type: none"> <li>• Lower the chair</li> <li>• Use a footrest</li> </ul>
2.	Does your chair provide support for your lower back?			<ul style="list-style-type: none"> <li>• Adjust chair back</li> <li>• Obtain proper chair</li> </ul>
3.	When your back is supported, are you able to sit without feeling pressure on your knees?			<ul style="list-style-type: none"> <li>• Add a back support</li> </ul>
4.	Do your armrests allow you to get close to your workstation?			<ul style="list-style-type: none"> <li>• Adjust or remove armrests</li> </ul>
Item	Keyboard and Mouse	Yes	No	Suggested Actions

5.	Are your keyboard, mouse, and work surface at your elbow height?			<ul style="list-style-type: none"> <li>• Raise/Lower your workstation</li> <li>• Raise/lower keyboard</li> </ul>
6.	Are frequently used items within easy reach?			<ul style="list-style-type: none"> <li>• Rearrange workstation</li> </ul>
7.	Is your mouse at the same level and as close as possible to your keyboard?			<ul style="list-style-type: none"> <li>• Move mouse closer to keyboard</li> </ul>
<b>Item</b>	<b>Work Surface</b>	<b>Yes</b>	<b>No</b>	<b>Suggested Actions</b>
9.	Is your monitor positioned directly in front of you?			<ul style="list-style-type: none"> <li>• Reposition monitor</li> </ul>
10.	Is your monitor positioned at least an arm's length away?			<ul style="list-style-type: none"> <li>• Reposition monitor</li> </ul>
11.	Is your work area free from glare?			<ul style="list-style-type: none"> <li>• Adjust overhead lighting</li> <li>• Cover windows</li> </ul>
12.	Do you have appropriate light for reading or writing documents?			<ul style="list-style-type: none"> <li>• Obtain desk lamp and place on left if right-handed or on right if left-handed.</li> </ul>
<b>Item</b>	<b>Work Area</b>	<b>Yes</b>	<b>No</b>	<b>Suggested Actions</b>
13.	Is your work area clean and organized?			<ul style="list-style-type: none"> <li>• Clean work area and organize items</li> </ul>
14.	Are power cords in good condition, with no exposed or frayed wires?			<ul style="list-style-type: none"> <li>• Replace power cords</li> </ul>
15.	Is your work area free from tripping, slipping, and fall hazards?			<ul style="list-style-type: none"> <li>• Move all items from floor area.</li> </ul>
16.	Are exits free of obstructions?			<ul style="list-style-type: none"> <li>• Keep the path between work area and exit clear</li> </ul>
17.	Is the area well ventilated and heated?			<ul style="list-style-type: none"> <li>• Open window or bring in space heater as needed.</li> </ul>
18.	Is there a fire extinguisher nearby			<ul style="list-style-type: none"> <li>• Place fire extinguisher within reach of work area.</li> </ul>
19.	Is there a First Aid kit in the home?			<ul style="list-style-type: none"> <li>• Place a first aid kit in the home.</li> </ul>
20.	Are there emergency numbers posted near the worksite?			<ul style="list-style-type: none"> <li>• Place a list of emergency numbers on wall near the worksite.</li> </ul>





### **Work-from-Home Internet Reimbursement**

All employees who have been requested by KDFN to work at home are eligible for partial internet reimbursement. Reimbursement rates shall be no more than 50% of a 300GB internet package, to a maximum of \$50/month. No reimbursement will occur on internet usage over the data cap.

Reimbursement of internet for part-time employees occurs on a pro-rated basis.

Employees who have requested work-from-home arrangements may be considered for similar reimbursement on a case-by-case basis.

As internet data plans change, KDFN shall explore cost-effective reimbursement options.



## **Work-from-Home: Records Management, Privacy, and Security of Information**

KDFN's Records Management Policy and Transitory Records Policy and Procedures apply equally to employees working remotely and on site. KDFN employees are responsible for managing records generated in the course of their work, regardless of location. This means:

- Records and information created, received and maintained by employees, regardless of their work location, are the property of KDFN.
- Employees are responsible for taking care of the records in their custody so that information can be found when needed. Employees are required to set up electronic folders and files using the Electronic File Naming Standard, and filing materials regularly and carefully in a manner that allows them to be safely stored and efficiently retrieved when needed.
- Records must be saved to the KDFN network shared drive through remote access, with any paper or electronic copies destroyed.

### **Taking Records Home**

- Personal email accounts are not used to transmit or store KDFN records.
- Paper files may only leave the designated worksite when there is no alternative to scanning and emailing copies. Directors may determine which paper files can be removed from office and are required to record which files have left.
- Confidential records should be transported in a container or bag that locks, and/or should be taken directly to the employee's home and not left in a personal vehicle for any length of time. Locking information in a vehicle, even in the trunk, is not considered a reasonable safeguard.
- If there is no practical alternative to taking paper files home, they must be maintained appropriately and returned to the office as soon as no longer needed, either to be re-filed or shredded as appropriate.

### **Transferring Records to the KDFN Network**

- More discussions may be taking place through text or chat. These messages may be official records that need to be saved, either by capturing them in their original form or following them with confirmation by email to create a written record. Review the Transitory Records Policy and Procedures for guidance on identifying substantive versus transitory records, and contact Records Management staff for help on how to save these messages.

### **Record Security**

#### Paper and other physical records or storage devices (e.g. photos, USB flash drives)

- Physical records and storage devices with personal information or other confidential information should be kept in a location that can be locked, e.g. a locking file drawer, file cabinet, desk drawer or office. The key should be kept by the employee and not shared with others.
- Employees shall not leave personal information unattended or unsecured when away from the workspace.
- Only print records containing personal information when necessary.

#### Electronic records

- KDFN electronic records must always be accessed and used on KDFN-issued equipment (e.g. KDFN laptops, tablets and cell phones) that are protected with approved safeguards such as passwords and anti-virus software.
- Employees shall not share devices or passwords with family or friends.
- Employees shall not use unsecured, public Wi-Fi networks with KDFN equipment and/or to access KDFN information.

**If personal information is lost, stolen or otherwise compromised**, employees are reminded to IMMEDIATELY report the incident to their supervisor, the KDFN privacy officer, and (in the case of electronic information), Information Technology (IT).