



Policy Number: P2023-4	WORK FROM HOME	Date Approved: January 2023 Date Effective: January 2024
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POLICY: This policy is to ensure that working from home is an effective solution and is not taken advantage of, in the event were working from home or an off-site location is the best option for the employee and the village of Alliance.

PURPOSE: The Village of Alliance recognizes the need to develop guidelines for the occasional work from home option to ensure that it is the most efficient work solution.

PROCEDURE: Although the Village of Alliance’s “tradition” is for employees to primarily work out of the office building, the organization recognizes that there may be times when it would be more beneficial or required for an employee to work from home. The Village of Alliance supports working from home which is a workplace option that allows work to be done at an alternate work site, such as the home, for one or more days a week, under certain conditions which are described below.

1. This alternative work arrangement is not intended to permit employees to have time to work at other jobs or to run their own business, elder care, compassionate care, or childcare.
2. This work from home guideline does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all applicable rules, policies, practices, and instructions that would apply if the employee were working at the regular worksite, including work products that are developed or produced by the employee remains the property of the Village of Alliance.
3. Working from Home is Not a Replacement for Child Care or Elder Care. Do not assume working from home means the ability to take care of children; it is not a replacement for childcare. When taking care of children and working from home, there are two jobs instead of one. This may preclude handling the job in a professional manner.
4. The opportunity to work from home is not an entitlement or a right and can only occur by written agreement between the employee and the village of Alliance, utilizing the Work from Home Agreement (APPENDIX A). Either the employee or the supervisor can initiate discussion about working from home, but unless both parties ultimately agree, an employee cannot be directed to work from home, and The Village of Alliance is under no obligation to approve a request from an employee to enter a work from home arrangement.

Maximum Period of Time for Work from Home Arrangement: The amount of time spent working from home needs to be negotiated and agreed upon. The work from arrangement will be reviewed by the supervisor



and the CAO on a case-by-case basis and can be terminated at the request of either party with reasonable notice (minimum 2 months).

The guidelines for approving and administrating the work from home arrangement will be based on the following criteria which includes, but is not limited to:

- a) The employee' s position does not require face-to-face interaction with customers, co-workers or use of equipment or records that are not accessible from the work from home location.
- b) Job tasks and functions can be effectively performed at an alternate work site.
- c) The employee is capable of working independently with little or no supervision and is able to manage their time effectively.
- d) The employee keeps their supervisor informed of progress on job tasks, assignments and any problems encountered while working from home.
- e) The employee is knowledgeable of job expectations and requirements.
- f) The employee meets deadlines and produces quality work.
- g) The employee is responsible for proper pick-up and delivery of work product, through electronic or physical means whichever is appropriate.
- h) The employee agrees to attend pre-scheduled work meetings, training sessions and/ or similarly required work-related events.

Positions which may be considered inappropriate for working from home include those:

- a) Which carry full-time supervisory responsibilities
- b) Which provide and require face-to-face client service to the public or staff or others

Hours of Work & Compensation:

- a) The Village of Alliance will adhere to all current HR policies and procedures outlined in the policy manual and Human Resource manual.
- b) Work hours, rest breaks, compensation and leave scheduling while working from home continue to apply as set out in the Human Resource manual.



- c) Requests to work overtime or use leave time must be approved by the employee' s supervisor in the same manner as when working at the regular worksite.
- d) If the employee is sick during a period of working from home, then the normal sickness reporting rules must be followed.
- e) Mileage to the worksite at anytime in not compensated to the employee.

Occupational Health and Safety & Ergonomics:

The Village of Alliance must ensure that the work site conforms with acceptable Occupational Health and Safety standards, and the employee working from an alternate work site is aware of the need to maintain a safe working environment which is ergonomically suitable.

The Village of Alliance may make on-site (or virtual) visits to the employees work site, at a mutually agreed upon time, to ensure that the designated workspace is safe and free from hazards and to maintain, prepare, inspect, or retrieve company- owned equipment, software, supplies and furniture.

The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. The employee remains liable for injuries to third parties and/ or members of the employee' s family on the employee' s premises.

Equipment - The Village of Alliance must ensure:

- a) Agreement of ownership of furniture and equipment
- b) Agreement of maintenance of furniture and equipment

The employee agrees to take reasonable steps to protect any Village of Alliance property and/ or equipment from theft, damage, or misuse. This includes maintaining data security, privacy, and record confidentiality to at least the same degree as when working at the regular worksite. The employee may not duplicate the Village of Alliance-owned software and will comply with the licensing agreements for use of all software owned by the organization.

Depending on the circumstances, the employee may be responsible for any damage to or loss of The Village of Alliance property and/ or equipment.

When the employee uses personal equipment, software, data, supplies and furniture, the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor. The Village of Alliance assumes no responsibility for any



damage to, wear of, or loss of the employee's personal property, and The Village of Alliance shall not be responsible for the cost of the employee's personal utilities.

The employee agrees to return in good working order and in a timely fashion all Village of Alliance owned items used at the work from home site upon request or if the work from home agreement is discontinued for any reason.

If legal action is necessary to regain possession of The Village of Alliance-owned property and/ or equipment, the employee agrees to pay all costs of the suit incurred by The Village of Alliance, including legal fees, if The Village of Alliance prevails.

Review & Revision

Management reserves the right to rescind and/ or amend these guidelines at any time.

IMPLEMENTATION

1. This policy shall be posted on the website

Mayor

Chief Administrative Officer



APPENDIX A

WORK FROM HOME AGREEMENT

Principal:

1. Work from home is initiated by either the employee or the supervisor
2. The employee and the Village of Alliance enter into a Work from Home Agreement recognizing that it is in the best interest of the Village of Alliance and the employee with respect to satisfying the requirements of the job
3. The primary place of work is the Village of Alliance office building
4. Any work from home arrangement is at the sole discretion of the CAO

EMPLOYEE DETAILS:	
Employee Name:	
Position:	
Home Office Address:	
Home Phone:	
Home Email:	
Days/Hours at home-based work site per week:	
Days at the Village of Alliance office:	
Commencement Date:	
End Date (If known):	
<p><i>Summary of work to be performed at home-based work site: This is to include a copy of the current job description as well as a reference to weekly check lists of projects and regular weekly updates.</i></p>	

DIRECT SUPERVISOR DETAILS:	
Supervisor Name:	
Position:	
Work Phone:	
Work Email:	



This checklist is to be completed by employees intending to work from home in discussion with their supervisor. This checklist should be completed prior to the employee commencing a work from home arrangement to determine if the arrangement is appropriate.

CHECKLIST:	
QUESTIONS THAT SHOULD BE ANSWERED BY BOTH THE SUPERVISOR AND THE EMPLOYEE	
Does the nature of the work and requirements of the job allow the employee to work successfully from home on an ongoing basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the employee understand that he/she must properly secure and ensure the privacy of any records he/she takes home?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is a work from home arrangement a practical and an efficient use of resources for the work to be completed from home?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the employee going to be looking after other dependent family members while at home?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Can the work being performed at home be easily measured?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are there going to be distractions in the home such as small children, etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will there be an impact on the work of others (e.g., meetings, availability to other staff during usual business hours, supervision of or collaboration with other employees)? If so, can the impact be accommodated by the employee or the department?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is there agreement on how flexible the employee can or will be regarding shifting the arrangement to accommodate for department needs for a particular time period (e.g., a specific week or term)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the employee understand that this arrangement can be stopped at the request of either party?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the home office a dedicated space that meets safety and ergonomic requirements to minimize the risk of injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the employee understand that <small>The Village of Alliance</small> may make on-site visits to ensure safety and ergonomic requirements to minimize the risk of injury?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The employee understands that other staff members may use their dedicated space in their absence.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The employee understands <small>The Village of Alliance</small> assumes no responsibility for any damage to, wear of, or loss of the employee's personal property, and <small>The Village of Alliance</small> shall not be responsible for the cost of the employee's personal utilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Date Completed:	

ACTIONS OR EQUIPMENT REQUIRED:

What additional resources are required (e.g., print resources, computer equipment, or internet access)? If additional resources are required, does the employee understand that provision of these resources is normally their responsibility?



DECLARATION:

I have read and understood the conditions set out in the Telecommuting (Work from Home) Policy and the Telecommuting Agreement. I indicate my acceptance of the policy and the terms of this agreement by signing below.

Employee:	Signature:	Date:
Supervisor:	Signature:	Date:

APPROVED:

CAO:	Signature:	Date:
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