

## **PRALS HUMAN RESOURCES POLICY: APPENDIX VII**

### **WORKING FROM HOME OR REMOTE LOCATION**

#### **INTENT:**

The intent of this policy is to support the objective of the Ponoka-Rimbey Adult Learning Society (PRALS) to provide learning opportunities to our designated client communities by:

- Providing administrative guidance for remote work procedures
- Providing options for continuity of employment and service when PRALS staff are unable to be present in the office
- Ensuring PRALS stakeholders have a common understanding of the policy and procedures in place for staff working off-site

With the capability of phone and email connection in the work laptops, it is possible, and in some cases, desirable that staff can function effectively from a location other than their normal place of work.

#### **DIRECTION:**

The following will apply:

1. Except in case of emergency, working remotely for more than a day will take place only with the prior approval and support of the PRALS Executive and/or HR Chair.
  - a. In such an emergency, staff will notify the Executive or HR Chair of the need for them to relocate and will provide all relevant contact details as soon as possible.
  - b. A schedule of regular contact with either the Chair or the HR Chair will be established and maintained for the period of remote work.
2. Staff will advise program funders of the change in work situation as soon as practical
  - a. As much as possible, staff will carry out funder instructions and maintain program requirements in the new location.
3. All rules, policies, practices and instruction that would apply at the regular worksite remain in place.
4. Unless otherwise approved, regular hours of business will be maintained.
5. All social media and other client interfaces will advise clients and the general public of the changes in services still to be provided.
6. Staff must set up a workspace that has adequate internet bandwidth and that meets at least the office standards for data security, privacy and client confidentiality requirements.
7. Staff must take reasonable steps to protect any PRALS property and/or equipment from theft damage or misuse. Depending on the situation, the employee may be held liable for damage or loss.
8. Staff will document their time usage and project progress in the form requested by the Society.
9. Staff will make every effort to ensure their own health and safety, and they will communicate to the designated contact when support is needed.

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### **2020: COVID-19 ADMINISTRATIVE AND OPERATIONAL ADAPTATIONS**

Every effort will be made by PRALS to protect staff well-being during the current health crisis. With conscientious effort, both client service and employment can be maintained through this troubled period.

#### **OPERATIONAL CHANGES:**

1. Adult Learning staff commenced remote work 16 Mar 2020; the Post-secondary Coordinator removed a day later when the Town Centre building was closed.
2. Classroom courses are cancelled
3. Classrooms are closed until Sept on direction from CAC
4. Service to individual clients will be conducted over the phone or internet using the regular work contact numbers.
5. In addition to organizing online learning opportunities and providing client service, during this period staff will also work on a combination of:
  - a. Website records management
  - b. Professional development
  - c. Documenting organizational procedures such as:
    - i. The “Succession Planning” Tips
    - ii. Adult learning work descriptions
    - iii. Procedures for hiring instructors
    - iv. Procedures for setting up a tutor-student match
    - v. Building management contacts for the Learning Centre

#### **INFORMATION SHARING WITH PRALS MEMBERS**

- Regular virtual meeting with Chair or HR Chair – weekly at first?
- Members should check social media sites to follow progress
- Approval is given for regular assigned total weekly hours only [no overtime]
- As long as a regular core of time is advertised and maintained for client access, staff may work some of the assigned number of weekly hours outside their regular schedule to accommodate personal household responsibilities, such as childcare.

#### **ADMINISTRATIVE PROCEDURES:**

##### Mail pickup

- Shannon Epp has key and can pick up mail in Ponoka
- Tanya receives and emails the Rimbey bills to Shannon as soon as they are received

##### Time reporting process: close to the regular process

- Staff working irregular schedules will use an adapted timesheet
- Completed Timesheets submitted to Shannon Epp 3 days before month end
- Shannon verifies and forwards to HR Chair for approval
- Electronic payment