

Madawaska Valley

Association For

Community Living

**POLICY: WORKING FROM HOME**

**PAGES: 12**

**REVISED:**

**REVIEWED: AUGUST 14, 2024**

**APPROVED: OCTOBER 22, 2020**

**NUMBER: 4-11**

**CATEGORY: HUMAN RESOURCES** 

**POLICY STATEMENT:**

MVACL acknowledges the benefit of and the need for Administration and Management Employees to work from home at times. Working from home is a privilege, and will be considered, case by case. While efforts will be made to accommodate an employee’s needs, the Health and Safety of people we support and all employees will take precedence. Also of primary consideration is the ability of the agency to maintain its functions.

Due to the nature of their duties, frontline support, Direct Support Supervisors and Direct Support Professionals are not eligible to work from home.

Program Managers are required to provide regular support to people in service and their teams, do site checks and monitor activities in the homes and programs. This is best done in person when possible and is why managers are hired to work primarily from the Administration office. Some aspects of the manager’s job may be done from home when necessary.

The Finance Manager, Finance Assistant, Scheduler, and HR Coordinator jobs may be done from home with approval or as assigned by their supervisor.

Reception will not be done from home.

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all company policies, procedures, practices, and instructions that apply when the employee is working at the regular worksite. This includes approval for time off, change in hours, and requests to work overtime.

Permission to work from home must be ***pre-approved*** and will be reviewed regularly by the employee’s supervisor.

MVACL may assign an employee to work from home if circumstances require it.

**PROCEDURE:**

**(1) Approval Process:**

**Considerations:**

* Employees who are sick will use sick time to recover and expedite your return to work.
* Employees who are asymptomatic and self-isolating may choose to work from home or use sick time.
* If your child is sick – have you made an effort to have a back-up plan for alternate childcare for non-urgent situation?
* If your child is sick and requires your attention, should you be considering using a sick day?
* Would it make more sense for the employee to be requesting a Job Protected Leave?

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**Short Notice Requests:**

* You will text your supervisor for approval and send in the paperwork before the end of the day.

**Regularly Scheduled or Long Term Requests:**

* Employees will submit a work from home request. Requests will be either approved or denied at the discretion of MVACL.
* If at any time, the arrangement no longer meets business or productivity goals, MVACL may revoke the agreement.

When emergency procedures are in place, MVACL reserves the right to require able employees, to work from home.

**(2) Performance Management**

* Working from home will not affect an employee’s ability to complete day-to-day functions, including communicating with colleagues, management, supported people and families.
* The employee will ensure they have a distraction free area to work from, with access to telephone and internet.
* Employees must remain current on department, agency and related events.
* Employees must keep supervisors informed on the progress of assignments and reach out for support as necessary.
* If an employee’s presence is required for a meeting at the worksite, reasonable notice will be provided.

 **(3) Accountability**:

* Employees working from home are required to complete a daily Work from Home Log. This includes full or partial days worked from home.
* Employees will submit their logs electronically to their supervisor at the end of each work at home day, unless the supervisor agrees to other arrangements.
* A work at home log will be provided by MVACL. The supervisor will approve any amendments to it (see attached).
* If an employee is found to have made false reports on their COMVIDA Schedule, or Work at Home Log, they may be subject to discipline up to and including termination.
* Employees working from home will ensure that the Administration Outlook Calendar accurately reflects working at home or vacation. It is assumed you will be working in the office if absences from the office workspace are not noted. Reception will enter SICK on the Admin. Calendar.
* Employees will not engage in face-to-face meetings with other staff members or third parties at their home on work related matters.
* All work related deliveries or exchange of materials will happen at the office.
* All completed and working copies of documents must be saved on the Fileshare system so that information is available to those who may require its use from the company worksite.
* In the event of a power outage, employees working from home may use time banks or account for work completed on their log.
1. **Health and Safety:**
* All staff working from home are responsible for maintaining their own health and safety and will follow all regular health and safety regulations.
* Employees working from home 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 that occur on the employee’s premises.
1. **Use of Company Property:**
* Employees must use company-provided devices and I.T. support from Grade A when working from home to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. Finance Assis
* Failure to use company-approved devices may leave company data vulnerable to a breach and may result in disciplinary action up to and including termination
* Any use of personal property at home, must be preapproved and documented.
* The employee will submit a purchase request for any furnishings or equipment required to work effectively from home.
1. **Expenses:**
* All work from home expenses must be pre-approved and an expense form submitted for reimbursement.
* All items whose cost has been reimbursed by MVACL will become the property of MVACL.
1. **Payroll:**
* No changes will be made to the method or amount of payment.
1. **End of Agreement***:*
* At the end of a work from home agreement, employees will promptly return all MVACL property used for working at home.
* An employee, current or former, will receive notices from MVACL to return agency property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for MVACL.
* If an agreement is being revoked, employees will receive ONE (1) weeks’ notice to make any arrangements necessary to return to work at the worksite with any company property, unless otherwise approved and documented.



 **Madawaska Valley**  **19491 Opeongo Line, P.O. Box 1178,**

 **Association for Barry’s Bay, Ontario K0J 1B0**

 **Community Living Tel: (613) 756-3817 Fax: (613) 756-0616**

 **www.mvacl.ca**

**Acknowledgement and Agreement**

**Work from Home Policy and Procedure**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge that I have read and understand MVACL’s Working from Home Policy and Procedures. Further, I agree to adhere to this policy and will ensure that the employees under my direction adhere to this policy. I understand that if I violate the rules outlined in the policy and procedures, I may face disciplinary action up to and including termination of employment.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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**Request to Work from Home**

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to begin work from home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days and/or hours to work from home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose for working at home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any in office duties to be covered while staff is working from home:

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_Approved work from home \_\_\_\_\_\_\_\_\_Denial work from home

Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Supervisor Signature



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**Equipment Loan and Return**

**Equipment Loan Agreement**

Employee name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee contact Phone number and email address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of equipment on loan (address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Equipment taken on loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Loaned Equipment (include serial numbers and brand name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition/defects of equipment on loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge that the equipment borrowed is the property of Madawaska Valley Association for Community Living. I am responsible for the equipment until it is returned to MVACL.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

Page 1 of 2

**Return of Loaned Equipment**

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of return of equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of equipment returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of equipment returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date:

**WORKING FROM HOME LOG (Managers)**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs. of work: \_\_\_\_\_\_\_\_\_\_\_** (if using VAC for part of any day be sure C.V. reflects this.)

**MANAGER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Managers will instruct all direct reports to contact them at their home or cell #. If you do not plan to be available & have arranged other coverage your phone message should reflect this.
* You are expected to be available to communicate from 8:30 - 4:30. If actually *working* at other times suits you better, you can flex the time you’re working, but you need to be available to take calls during those hours, unless you are sick or using VAC. time.
* All managers are encouraged to use up 2020/2021 VAC & banked time when possible.
* Take breaks, go for a walk, eat well and rest lots.

Each manager, unless on VAC. will **contact each location they supervise twice a day.**

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| --- | --- | --- | --- |
| **LOCATION NAME** | **A.M. (time)** | **P.M. (time)** | **Brief summary of any concerns** |
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|  |  |  |  |

* Each week managers will contact each direct report to check in once a week for the first month, and every 2 weeks following unless more frequent checks are required. Method up to you. How are they feeling, concerns? Regardless of how strong or struggling a staff member is, everyone values appreciation or an ear, during challenging times. Weekly contact will be recorded on Staff Contact Notes.
* Weekly phone meetings should continue with all DSS, again summarize on Contact notes.
* Below please include what projects you worked on today. Suggestions include: updating contact notes (***every*** employee should have entries on their contact notes), completing Fileshare work on the sections you were assigned (map, date, location of the file), cleaning up your computer files, creating a Power Point presentation for your section of the new staff orientation. And of course all your usual assigned tasks.
* Please contact your supervisor (E.D.) any time, and forward these logs daily.
* Reminder that we will conduct weekly management meetings by Skype on Wednesdays at 10am. Key points only. Continue to forward your detailed minutes to Minutes for the minutes.

**H.R. WORKING FROM HOME LOG**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs. of work: \_\_\_\_\_\_\_\_\_** (if using VAC for part of any be sure C.V. reflects this.)

**Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* All staff in need of HR assistance will be instructed to contact H.R. at home or cell #.
* You are expected to be available to communicate from 8:30 - 4:30. If actually *working* at other times suits you better, you can flex the time you are working, but you need to be available to take calls during those hours, unless you are sick or using VAC. time. If flexing, complete a Temporary Change sheet & submit to your supervisor for approval.
* All Temporary Changes must be submitted to Payroll by the end of each week.
* You are encouraged to use VAC & banked time when possible.

|  |  |
| --- | --- |
| **Approx.** **Time Spent** | **Indicate projects worked on or completed** |
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Tasks will include:

* Keep in Contact with Staff on Self-Isolation, or LOA. Staff are directed to call HR at home for all HR Questions and assistance. Keep detailed contact notes of all staff communication.
* Prepare weekly report before management meeting, which is every Wednesday morning at 10a.m.
* Weekly meetings with ED on Wednesdays @ 3pm.
* Please contact your supervisor (E.D.) any time, and forward logs daily.