



REMOTE WORK POLICY

Policy Category	Corporate Services
Policy Search Name	C – Remote Work Policy
*Anishinabek Standard	
<i>Place of Learning</i>	<i>F. Fosters extensive on-going participation, communication and interaction between Kenjgewin Teg and community personnel.</i>
<i>Educators</i>	N/A
<i>Students</i>	N/A
<i>Curriculum</i>	N/A
Approval Date & Board Motion Number	12/6/2022 Motion#099-2022
Effective Date	12/6/2022
Previous Versions	Date initially approved: March 8, 2000 (2.1.3 Working From Home) Date of last revision: 10/20/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 With technology evolving at a rapid pace, it has provided opportunities to acquire the infrastructure and the software to conduct business from anywhere there is an internet connection. The organization recognizes working remotely as a work option may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction, reducing commute trips and addressing space restrictions.

2.0 Definitions

“working remotely” A flexible work arrangement whereby employees have approval to carry out some or all of their work duties from a remote location (another learning space leased or owned by Kenjgewin Teg or home office).

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not alter or supersede the terms of an existing employment relationship. The employee remains obligated to comply with all organizational policies, practices and instructions that would apply if the employee were working onsite.

3.3 Work products developed or produced by the employee while working remotely remain the property of the organization.

4.0 Policy

Policy Objective

4.1 The objective of the Remote Work policy is ensures Kenjgewin Teg recognizes that some roles and individuals will benefit either more or less from working remotely.

4.2 And that, working remotely is not a universal privilege and will be arranged on a case-by-case basis between individual employees and their direct supervisor.

4.3 And further, that there will also be cases where positions are identified as remote working status, either for a period of time or permanently. It is also an expectation that positions be on-site (at a relevant Kenjgewin Teg location) when requested by their direct supervisor.

Work Hours & Approvals

4.4 Work hours, compensation and leave scheduling while working remotely continue to conform to applicable policies.

Permission to Work Offsite

4.5 Permission to work remotely is subject to prior approval and ongoing review by the employee's direct supervisor. It is designed to meet business and productivity goals.

4.6 The arrangement may be revoked at the discretion of the employer.

Performance Management

4.7 The employee agrees to stay current on department and work group events, and facilitate communication with students, co-workers and clients who may be affected by the employee's working remotely arrangement.

4.8 The employee also agrees to keep the supervisor informed, via regular written updates, of progress on tasks and initiatives worked on and any challenges encountered while working remotely.

4.9 The employee agrees to structure his/her time to ensure attendance at required meetings as designated by the supervisor. The supervisor agrees to facilitate communication within the work group.

Equipment, Equipment Insurance, Office Supplies

4.10 Kenjgewin Teg-owned resources may only be used for organization business. The employee is responsible for ensuring that all items are properly stored and used.

4.11 The employee agrees to take reasonable steps to protect any company property from theft, damage or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.

4.12 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 organization assumes no responsibility for any damage to, wear of, or loss of the employee's personal property.

4.13 The employee agrees to return, in good working order and in a timely fashion, all organizational-owned items used at the alternate worksite upon request or if the working remotely agreement is discontinued for any reason. If legal action is necessary to regain possession of Kenjgewin Teg-owned property, the employee agrees to pay all costs of the suit incurred by the organization, including attorneys' fees, if Kenjgewin Teg prevails.

Information Handling Requirements

4.14 The employee agrees to maintain data security and record confidentiality to at least the same degree as when working onsite.

4.15 The employee agrees to save all completed and working copies of their documents on Kenjgewin Teg's SharePoint portal and any other approved platforms implemented by the organization.

4.16 The employee may not duplicate software purchased for Kenjgewin Teg use and will comply with the licensing agreements for use of all software owned by the organization.

4.17 Employees must take all reasonable precautions to avoid contaminating any systems that house organization information with viruses.

4.18 Kenjgewin Teg prefers that any systems that houses confidential information be used solely for business purposes. If this is not possible the employee must take all reasonable steps to ensure that information is inaccessible to anyone who is not an employee of the organization, including family members.

Costs Associated with Working Remotely

4.19 If an employee works remotely for more than 75% of the time they are required as working hours annually or during a contract limited timeframe from another location other than a Kenjgewin Teg leased or owned property, the employee will be compensated 20% of the cost for monthly internet fees.

4.20 The employee must provide proof of cost of such services.

4.21 There will be an agreement signed by both the employee and supervisor agreeing on the reimbursement of monthly internet fees.

4.22 Employees, when possible, will arrange with their supervisor the purchasing of supplies, materials, and/or equipment through the organization.

4.23 Employees must receive pre-approval from their supervisor for all supplies, materials, and/or equipment required to work from an alternate location if they purchase these items on their own for reimbursement.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director’s policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	N/A
Policies Superseded by this Policy	<i>Kenjgewin Teg Personnel Policy, P2.1 Staffing</i>
<i>The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.</i>	