



## **Directive on Telework**

**Adopted at DCM on November 25, 2024**

### **Definition of telework:**

Telework is an arrangement according to which an employee is authorized to work outside their workplace, most often at home, using information and communication technologies.

Telework may be used to perform duties that can be done outside of their workspace without otherwise affecting the other duties of the position, the efficiency of the operations or the work of all other RSB employees.

### **The objective of this directive:**

To ensure proper functioning of telework and sound management, the objective of this directive is to provide a frame of reference for employees carrying out certain professional activities remotely and administrators who must supervise the work of these employees.

### **Principles:**

- Telework by an employee at RSB is optional unless required by a ministerial directive. It is a privilege for an employee and not a right and can be ended by the employer at any time.
- Telework applies only to positions containing duties that can be performed remotely.
- Telework must not affect the efficiency of the School Board or any other staff members.
- The employee who wishes to work remotely must obtain the prior authorization of their employer who has the discretion to approve or deny the request.
- When the request is approved, the employee and their employer must agree on the telework terms and conditions and sign the RSB Telework agreement.
- The Telework Agreement terminates at the latest, June 30<sup>th</sup> of this school year or on the date that an employee is transferred to a new role.
- The employee agrees to be available via Teams or phone and the delivery of services the employee provides must be delivered with the same efficiency as performed at the office.
- Telework must not decrease the efficiency of their work nor impose further tasks on colleagues working from the office.
- Telework requires the same level of attention, concentration and professionalism as on-site work and the environment in which you are working must be congruent with these requirements.
- If the employer has a reasonable motive to believe that the working environment of the employee working from home is unsafe, the employee has to deliver the employer a picture of their workspace within 48 hours.
- RSB technological equipment is for work-related duties only and is not to be used for personal use. To this end, the employer may monitor the use of RSB equipment and its network.



### **Workplace and Equipment:**

It is the employee's responsibility to have a suitable workspace in which to telework.

The employee must have the necessary equipment to perform their duties.

The employee's workplace is defined as their designated RSB location of work and not their home.

### **Work schedule:**

- The telework schedule will be established by the employer
- Employees will be expected to work a *minimum of two (2) days per week in office*.
- The employee has the obligation to be available on-site when required
- Unless agreed upon otherwise with their immediate superior, the employee must respect their regular work hours.
- In case of inclement weather, where the school/centre/Administrative Centre is closed, the employee who has signed a telework agreement will not be required to work remotely. Internal meetings may be rescheduled, and employees are expected to use professional judgment for scheduled external meetings.

### **Absences, leaves and overtime:**

Procedures related to notifications and authorizations related to absences, leaves and overtime remain the same.

### **Communications with employee:**

During normal work hours, the employee who works remotely must be able to be reached by their employer, their work colleagues and others. Their RSB phone extension must be transferred to either the employee's home or cellphone.

Any additional cost associated with communication (phone/Wi-Fi) are at the employee's expense.

### **Information, security and protection of confidential information:**

The employee who works remotely must not compromise the integrity of employer data and information. They must take the necessary measures to protect the documents related to their work.

In addition, the employee who is working remotely must take the necessary measures to ensure the confidentiality of information in their possession. (Appendix 1).



### **Occupational health and safety:**

The employee must take the necessary measures to protect their health and physical well-being. They must report to the employer any work accident as soon as possible. In this case, the employer will have access to the workspace for investigation purposes.

### **Documents to complete:**

The employee must complete, sign and submit the “Working from Home Health and Safety Checklist” (Appendix 2) and the “RSB Telework Agreement” (Appendix 3) to their employer.



## APPENDIX 1

The safeguarding of confidential information is of utmost importance in the context of security of information. Therefore, all employees who work remotely and/or leave the office with work-related information must comply at all times with the following instructions:

1. Work-related information should never leave your side until you reach your destination and once there, it should be put in a secure location where no one, but you, will have access to it. Such information should never be left in a vehicle even if it is just for a few moments. This applies to electronic equipment as well.
2. Should you need to dispose of work-related documents, please do so by using a shredder or bring them back to the office if one is not readily available and, in the meantime, ensure that they are secured.
3. Confidential work information extends to conversations which may be heard by others such as family members.
4. Public Wi-Fi connections are not secure. Please ensure that you are connected to a private Wi-Fi connection.
5. Use Riverside's virtual private network (VPN) as much as possible to connect to our servers. Do not give your VPN password to anyone.
6. Ensure that information saved on an electronic device is password-protected.
7. Ensure that electronic devices have been completely shut down before leaving any location. Do not give your computer password to anyone. Likewise, do not allow anyone to use your computer even if it is just for a few moments and always make sure that you lock the screen when moving away from your device.
8. In the event that you are using a home computer, make sure that you close all work-related applications before leaving that computer, do not store any work-related files on it and lock the screen when you walk away even if it is just for a few moments.
9. Should you use public transit, please keep any office files and equipment on you at all times. Do not leave them unattended for any reason, even if it is only for a few moments.
10. If there has been a breach of confidential information and/or the loss or theft of an electronic device contact the Secretary General, John McLaren, who has been designated as the person responsible for the protection of privacy by email at [jmclaren@rsb.qc.ca](mailto:jmclaren@rsb.qc.ca) as well as the immediate superior.



## APPENDIX 2

### Working from Home Health and Safety Checklist

Under the Quebec Occupational Health and Safety Act, Riverside School Board (“Employer”) has a duty of care to provide a safe and healthy place of work for all employees. This also applies to staff who work from home.

Prior to being authorized to work from home, you must complete the following checklist to ensure that your home office meets health and safety standards.

The review and approval of this form is by your employer. Upon approval, the employer will return the signed form via email to the employee and will retain a copy for the employer’s records.

Employee Information	
Name:	
Department:	
Home address: <i>(employer must be advised of any change in address)</i>	
Personal phone number:	
Working hours (e.g. 8:00 a.m. to 4:00 p.m.)	
Designated telework space (describe space used)	

Work Environment	Yes	No
Does your home office provide enough space to work efficiently and privately (a room not accessed by anyone other than you while you are working)?		
Is your home office free of tripping hazards (ie. wires, loose tiles, torn or ripped carpet)?		
Do you have an adequate workstation to perform your tasks?		
Do you have appropriate seating?		

Safety Measures	Yes	No
Do you have a first aid kit?		
Is there a functional smoke detector in your home?		
Is there a functional carbon monoxide detector in your home? <i>(if you have fuel-burning appliances)</i>		
Is there a functional fire extinguisher in your home?		



<b>Reporting incidents and accidents</b>	<b>Yes</b>	<b>No</b>
Are you aware of your responsibility to report incidents and accidents immediately to your employer ?		
Do you agree that in case of incidents or accidents the employer and/or the CNESST may perform an investigation at your home office?		
Do you agree to participate actively in any investigation following a work accident occurring in your home?		

<b>Liability and insurance</b>	<b>Yes</b>	<b>No</b>
Have you notified your home insurance company that you will be working from home?		
Do you acknowledge that Riverside School Board will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home, unless it is directly related to a malfunction with a working tool provided by the employer?		
Do you acknowledge that Riverside School Board will not be responsible for any non-work-related injuries that may occur at home? Compensation will be limited to the working hours and will be limited to the designated home office space.		

**If you have answered "No" to any of the questions above, please explain how you will address the situation.**

<b>Declaration</b>	
I hereby certify that the existing potential hazards in my home office have been properly assessed, identified and the appropriate corrective actions applied.	
Employee Signature:	
Date:	

<b>Declaration</b>	
I hereby acknowledge that I have read and discussed this checklist with my employee.	
Employer signature:	
Date:	



## APPENDIX 3

### TELEWORK AGREEMENT

I, \_\_\_\_\_ (employee name), currently employed at Riverside School Board as \_\_\_\_\_ (job title) wish to avail myself of the privilege of teleworking as set out in the Directive on Telework which was adopted at DCM on October 21, 2024 and undertake to comply with all of its provisions.

I have completed and signed Appendix 2 entitled “Working from home health and safety checklist”.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date