



ARCHDIOCESE OF REGINA

Policy Name:	Working from Home	Number:	S3-15
Policy Type:	Conditions of Employment	Date Approved:	February 2016
References:		Date Revised:	

Policy Statement: At times it may be necessary for an employee to accomplish their work from home. Regardless of the location of work or the time of day actual work is accomplished, employees are required to work their designated number of hours per week. Management has the final decision regarding an individual's work schedule and location.

- Procedure:***
- a) Employees must obtain supervisor authorization in advance regarding work schedule, location, and duration. Employees must also obtain supervisor authorization in advance regarding the use of Archdiocesan equipment, laptops and resources at home. Failure to do so may result in disciplinary action. The suggested guideline for advance authorization is one work day. Each supervisor may require more or less time.
 - b) The employee must be accessible to "clients", colleagues, and supervisor during scheduled work hours.
 - c) The Archdiocese is under no obligation to provide resources needed to work at home, unless telecommuting is a job requirement.
 - d) Employees must attend required scheduled meetings. Exceptions can be made with prior approval from the supervisor.
 - e) Work-at-home approval may be withdrawn at any time.
 - f) Each employee's electronic calendaring system must reflect an up-to-date work schedule.
 - g) Employees cannot work from home during approved medical leave without their physician's written authorizations.

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