

Alternate Workplace Policy

Reviewed Date		Number	OP0106
Revised Date		Approved Date	November 24, 1993

Introduction

1. As an organization we value and support day to day interactions among staff as a mechanism to enhance communication and teamwork.
2. Staff are assigned to an office and the links with that office and the community it serves are critical.
3. All staff are responsible for the hours worked, whether at the office or at another location.
4. Some job assignments may be done in a variety of locations while others, due to job content, equipment needs etc. do not have the same amount of flexibility.
5. Some work activities may be accomplished at a site other than the office (eg. library, home) due to the increased privacy and reduced interruptions.
6. While working at an alternate location is not the norm, there are occasions when the practice may be beneficial both to the agency and the employee.

Purpose

To define the parameters within which Health Unit staff may work on health unit business at an alternate site during normal office hours.

Legislative Authority

Policy Definitions and Interpretation

Policy

1. Pre-authorization by the staff member's immediate manager is required.
2. The specific task to be accomplished is identified along with the rationale for working at an alternate work site.
3. Adequate coverage is ensured. This practice will not have significant negative impact on others at the work site.
4. A phone number is supplied through which the individual may be reached for urgent messages.

5. The individual working at an alternate site calls the office at an agreed upon time to check for routine messages.
6. If working a flex-time schedule, a seven hour day would be assumed unless otherwise discussed and approved.

Procedures

Related Forms

Related Policies

Final Approval Signature: _____

Review/Revision History:
September 2010 Policy re-numbered, previous number B2.040