

## Guidelines for Working at Home

Good Spirit School Division is committed to protecting the health and safety of our staff and communities. We continue to monitor this fluid and unprecedented situation and will continue to review and modify work from home arrangements as necessary.

Working from home allows us to ensure the strategic priorities of GSSD continue to be supported and that student learning and well-being perseveres. We are confident that this arrangement will allow our employees to fulfill their job responsibilities at a remote location.

### Why?

- In an effort to reduce the risk of spreading the COVID-19 virus, we have followed the Ministry of Education recommendations and created a 'work from home' plan for staff in order to promote and adhere to social distancing directions of SHA and the government.

### When?

- Commencing March 20, 2020, it is expected that employees who are able to, will work from home during their regular hours of work until further notice. We will re-evaluate this prior to May 27, 2020.
- Employees are required to be responsive during regular work hours as agreed to with their supervisor. It is important to stay responsive to requests to ensure we remain connected an up to date with GSSD information as well as Ministry direction

### Who?

- All employees except the following positions who have been deemed essential for GSSD to return to regular operations. Until May 27, 2020 these include:

|                               |                      |
|-------------------------------|----------------------|
| Director of Education         |                      |
| Facilities Coordinator        | Facility Technicians |
| Caretaker Coordinator         |                      |
| Building Operators/Caretakers |                      |
| Network Coordinator           | Network Technicians  |
| Fleet Supervisor              | Mechanics            |
| GSEC Receptionist             |                      |

## Frequently Asked Questions

### ***Does Working at Home mean I must work from my own house?***

Staff members need to be responsive to their duties and the requests put on them by their supervisor. This may mean you are being called to go to the school for a task or asked to arrange items for your students.

### ***Can I work the hours I choose?***

Working from home means that the regular policies and procedures apply. GSSD has changed the school hours from 8:55 am to 3:35 pm for all schools. This was done for ease of scheduling meetings, PD sessions and general consistency. Teaching and learning should continue to occur during these hours. Regular preparation and planning will occur as needed.

### ***Can I travel out of Province while working?***

This is a conversation you should have with your supervisor and would only occur with prior approval. Exceptions are made for employees who currently reside out of province.

### ***Am I still required to request days for leaves? (ie: medical appointments, funerals, sick days)***

Yes. All agreements are still in effect. Make your supervisor aware of all days you need to be away.

- All other employees will be recorded as WORKING FROM HOME while in a work-from-home agreement. This does not draw on any job banks such as sick, vacation or LWOP days.

**Where?**

- Employees must have the ability to complete the duties assigned to them during their regular hours of employment.

**What?**

- The board still has the ability to assign work, as long as it falls within the duties of staff as set out in *The Education Act 1995*, employment contract, collective agreement or under common law principles.
- Specific duties have been provided in the *Functional Area Plan* as part of the *Supplemental Learning Plan* created by the Crisis Management Team

**Staff Wellness**

Employees are reminded of the Government of Saskatchewan’s resources available on [Saskatchewan.ca/coronavirus](http://Saskatchewan.ca/coronavirus) and [gssd.ca](http://gssd.ca). Below is a list of employee support numbers. We would encourage all employees to take care of their physical and mental health in these difficult times.

- CUPE and Out of Scope – Employee Family Assistance Plan – 1-800-644-0326
- STF Members – Members Family Assistance Plan offered by ComPsych 1-833-485-4245 or 1-800-667-7762.
- Mental Health – 1-306-786-0558
- Canada Crisis Line: 1-800-668-6868
- SaskHealth Hotline: 811

**Can I go into the community during work hours? Take walks?**

We expect employees to continue with regular policies and procedures as if in regular operation. Taking regular breaks is important for productivity. However, the perception of being seen in the community while you are being paid has the potential to reflect poorly of the profession and GSSD in general.

**What happens with my students if I am unable to Work At Home? Should I get a sub as I normally would?**

Administrators have been asked to cover classes for those teachers who are unable to work for a period greater than 2 days. Coverage can be found by using itinerant teachers, interventionists or teachers without homeroom responsibilities. A sub should not be booked. The administrator or teacher should contact their families and keep them informed with the change of person offering the supplemental learning plan.

Source: [www.careerkarma.com](http://www.careerkarma.com)

