



<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>POLICY</u>	
BOARD POLICY NUMBER:	P-1003
SUBJECT:	REMOTE WORK
REFERENCE:	GAP1006 Remote Work
EFFECTIVE DATE:	November 2021

“Show yourself in all respects a model of good works, and in your teaching show integrity, gravity, and sound speech that cannot be censured...”

Titus 2:7-8

1. The Dufferin-Peel District School Board (“DPCDSB”) is committed to supporting remote work for all staff, where practical and applicable to role, in a manner that maintains performance standards, accountability, and service to the community.
2. Remote work refers to a work arrangement in which a DPCDSB employee conducts their work at an alternate work location, including the employee’s residence, rather than at their regular DPCDSB employment location. Remote work is one component of a work arrangement that also includes regular in-person attendance.
3. Employees may request or be required to perform their duties remotely by the employer, **as applicable to their role**, on a temporary or continuous basis.
4. The nature of the employee’s role shall determine whether and under what conditions remote work options are feasible. Some roles (e.g., front line, student- or client-facing) cannot be performed remotely and will not be approved for remote work outside of exceptional circumstances (e.g., inclement weather impacting safe transport to work sites; public health orders or other legislated emergencies). When working remotely, all staff, including front line and student- or client-facing employees, shall be subject to this policy and *General Administrative Procedure* [GAP1006](#) Remote Work.
5. The DPCDSB expects employees authorized or assigned to perform remote work to maintain the same level of service, communication, and responsiveness to DPCDSB students, staff, parents/guardians, the public, and internal and external clients (as applicable to role) while working remotely.
6. Employees working remotely must complete their work during standard DPCDSB work hours and make themselves accessible via email, virtual meetings or classes, and, where applicable, DPCDSB mobile phone.
7. Employees engaged in remote work will be responsible for safeguarding the confidentiality, integrity, and availability of DPCDSB information in their possession.

8. An employee who sustains a workplace accident or injury while engaged in remote work must comply with DPCDSB's reporting requirements for any work-related accident.
9. Remote work may be required for some or all employees as needed by order of DPCDSB or public health and/or other provincial mandates.
10. DPCDSB retains the right to modify or revoke remote work arrangements at any time, with at least five days' notice to the employee, where possible.