

Bulletin 3 For Leaders: DECIDING WHO SHOULD WORK FROM HOME

Updated March 17, 2020

It is recommended that you use this to facilitate conversations with your teams and inform yourself of the City's processes; *it is not intended to be distributed to staff.*

KEY MESSAGES

City facilities are closed effective today. What does this mean for leaders?

- For the majority of our City operations, it will be business as usual. Employees will continue to report to work.
- Discuss working from home options with employees who have a pre-existing medical condition and who are at high risk for becoming ill.
- Where appropriate you may grant approval for employees to work from home or reduce the number of hours required in our regular work locations.
- Advise employees who are impacted by these closures and discuss alternative work arrangements with them over the coming days.
- Assess operational requirements on a continual basis. As additional prevention requirements are needed adjust staffing levels. Endeavor to redeploy employees where possible for facilities and programs that are directly affected.

INFORMATION

Job functions and duties to consider when determining working from home:

- Can the employee work independently?
- Can the employee work a full day without face-to-face interaction and do their job effectively?
- Can the employee bundle their tasks, so they have enough to perform a full workday away from the primary office?
- Can the duties be completed effectively from home?
- Can schedules can be adjusted to accommodate working from home?
- How much is the job subject to impromptu meetings?
- Can the job still be performed if confidential corporate documents are not permitted to leave the office?
- Can you monitor performance by output? What are the outcomes you intend to measure?



If you've reviewed the above and still have questions, contact Client Services and Labour Relations for assistance.

Directors must approve all new work from home arrangements to ensure business continuity.

Ergonomics and safety standards at the home office:

For the next while, in-home ergonomic/safety inspections will not be required. We recommend employees use the Telework Location Inspection Checklist and Computer Workstation Checklist to assist them with both the Telework Location Requirements and proper set-up of their workstation.

Technology considerations for working from home:

- Does the employee have a City owned laptop or tablet?
- Does the employee have a personal computer to use at home?
- Does the employee require access to internal business applications?
- Does the employee have internet at home?
- How can the employee stay connected, while working from home?

Action: Remember to submit your prioritized request list to [Carole Tink](#) for available City-owned laptops.

Your patience and cooperation as we respond to this evolving situation is very much appreciated.