

GENERAL ADMINISTRATION MANUAL

VOLUME 3: HUMAN RESOURCE POLICIES

TITLE: TELEWORK

EFFECTIVE: July 29, 2009

1 SCOPE

1.1 Authority

This policy is issued under the authority of Cabinet Minute No. 09-18, dated July 22, 2009.

1.2 Application

This policy applies to all persons hired under the *Public Service Act* who have a minimum of one year of service in their current position. Exceptions may be granted by the Public Service Commissioner where operational requirements warrant.

Telework arrangements do not alter an employee's terms and conditions of employment.

The policy should be read in conjunction with the accompanying Telework Guidelines.

1.3 Purpose

The purpose of this policy is to establish a consistent organizational approach to telework.

Telework is separate from the disability accommodation process. The duty to accommodate continues to apply per GAM Policy 3.59 Accommodating Employees with Disabilities.

1.4 Principle Statement

As an employer, the Yukon government recognizes and supports healthy work-life balance for employees. Telework is an alternate work arrangement for which eligible employees may apply. The application may be considered within the context of the employer's operational requirements and employee needs.

1.5 Definitions

Telework: An alternate work arrangement that allows eligible employees to perform their job duties away from their official workplace for part or all of their work week.

Telework Guidelines: Issued in conjunction with this policy, the telework guidelines outline eligibility, approval criteria and mandatory components of the written telework agreement. All telework arrangements must follow the guidelines.

- Teleworkplace:** The alternate work location as specified in the written Telework Agreement. (This would normally be the employee's residence.)
- Official workplace:** The location where the employee would normally work if there were no teleworkplace.
- Suitability:** Pertains to the appropriateness of telework for a particular employee, position and alternate work site.

2 APPROVAL CRITERIA

- 2.1 Telework is neither a right nor a requirement and may only be considered where it can be demonstrated that all of the approval criteria have been met. As the guidelines specify, telework requires the combination of the right job, the right employee and the right teleworkplace.
- 2.2 Approval to telework is granted on a case-by-case basis at the discretion of individual departments, subject to suitability and the criteria outlined in the Telework Guidelines.

3 TELEWORK AGREEMENT

- 3.1 Participating departments and employees must enter into a formal telework agreement using the approved template provided. Agreements require the approval of the supervisor, human resource director and deputy minister.
- 3.2 Telework agreements are subject to regular evaluation and renewal. Either party may choose to end a telework agreement.

4 ROLES AND RESPONSIBILITIES

4.1 Departments

Departments are responsible for:

- approving telework arrangements based on the employee's application and operational requirements;
- meeting the department's responsibilities outlined in the telework agreement, such as providing necessary equipment, developing security protocols and ensuring health and safety standards are met.
- monitoring telework arrangements and ensuring they are in keeping with the organizational approach and criteria outlined in this policy and the Telework Guidelines;
- maintaining confidentiality of telework agreements in accordance with established records management procedures; and
- providing annual updates to the Public Service Commission on the number and nature of telework agreements they have in place.

4.2 Public Service Commission

The Public Service Commission is responsible for:

- monitoring the effectiveness of the policy and Telework Guidelines;
- providing status updates to the Deputy Ministers Human Resource Committee (DMHR) based on input provided by departments; and
- maintaining and updating the Telework Guidelines for approval by the Public Service Commissioner and DMHR.

4.3 Employees

Eligible employees are responsible for:

- applying to their department if they wish to participate in a telework arrangement, and if approved,
- meeting their responsibilities outlined in the telework agreement.

References

Telework Guidelines & Templates

Telework Frequently Asked Questions (FAQs)

Telework Proposals: Step by Step Process

Public Service Act

Access to Information and Protection of Privacy Act (ATIPP)

Government of Yukon Guidelines for Using Computers