



Staff Report HR2020-010

Title of Report: HR2020-010 – Work From Home Draft Policy #85
Department: Human Resources
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-010 for information; and
That Council approve the Work From Home Draft Policy #85 as presented for discussion and review; and
That Council consider approval of the Work From Home Policy #85 by municipal by-law at the June 17, 2020 meeting.

Background:

During the current COVID-19 pandemic, some Township staff have had to work remotely from home.

Staff Comments:

As a result of having some staff work from home, a new Work From Home Policy has been created to implement procedures and expectations of the Township while working from home.

It is preferred that employees work within the office when possible, however this policy has been created for circumstances when this may not be possible.

Financial Implications:

There is no financial impact as a result of this policy.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve the Work From Home Draft Policy #85 as presented.
3. That Council consider approving a municipal by-law at the June 17, 2020 meeting, to implement this policy.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: Policy 85_Work From Home DRAFT