



COTAPSA

Internal Telecommuting Policy

Effective: Oct XX, 2018
Issued by: Executive Director
Reviewed by: Staff, Oct 16, 2018

Contact Information:
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PURPOSE

This policy was designed to allow for *occasional* telecommuting by staff. COTAPSA considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is not an entitlement, and it in no way changes the terms and conditions of employment with COTAPSA.

The policy promotes the objective of being fair and reasonable while encouraging responsible behaviour and strengthening transparency and accountability.

Definitions

- Approver** -- the Executive Director or President of COTAPSA is the 'Approver' or person the staff submits the request to.
- Staff** – for this policy refers to employees working full-time for COTAPSA
- Occasional** is defined as to the use of telecommuting and is described as 'only when required, or infrequent'
- Site** refers to a place away from COTAPSA head office

APPLICATION and SCOPE

COTAPSA Telecommuting Policy applies to all staff whose duties permit (see under 'access'), and it can only be used occasionally.

Who may access?

Staff are allowed to telecommute only if their job duties permit. For example, staff whose core function daily is to work directly with the public are not eligible. However, this can be a core function (daily requirement) or an intermittent function (required in office at certain times i.e. labour disruption).

NOTE – During incidents of sudden inclement weather, building emergencies (i.e. no heat, or water) all staff will be allowed to leave the office and telecommute the rest of the day. In situations where it is known in advance (inclement weather forecast or building issue/work) telecommuting will be permitted for all staff but in this case work is to be planned out, shared with Approver, and a report back made upon return to the office (see under Procedure below). In these situations staff must also monitor the office phone line, staff lines, cell phone and all email

Reasons that could warrant telecommuting but not limited to:

- Inclement weather
- Office building issues i.e. no heat, no water, lock down
- Commute/appointment timing issues

Determination

- Is the employee eligible to telecommute by nature of their job or within specified period of time (i.e. labour disruption)?
- What are the physical conditions of employees' alternative place of work/site (i.e. noise, internet connection)

Procedure to Request and Responsibilities involved in Occasional Telecommute

This following process must be applied and followed:

- If request is pre-planned - Staff will make a request to the Approver at least a week in advance. If approved, they are responsible to discuss with the Approver the work to be done during the telecommuting period and will report back to the Approver when returning to the office. Additionally, they must monitor their office telephone, cell, and email.
- If unplanned (emergency) - Staff must advise the Approver immediately and during the period must monitor their office telephone, cell and email