



WORK FROM HOME POLICY			
Policy Type:	Human Resources	Initially Approved:	05/27/2025
Policy Sponsor:	Executive Director	Last Revised:	05/27/2025
Primary Contact:	Executive Director	Review Scheduled:	05/2026
Approver:	Chief and Council BCM WFN 25/25-05-56		

A. PURPOSE

To establish a process to develop and implement work from home agreements, including determination of eligibility.

B. SCOPE

This policy applies to all employees of Wahnapitae First Nation. This policy does not apply to requests for reasonable accommodation due to medical requirements. These types of requests shall be considered by the Executive Director on a case-by-case basis.

C. PROCEDURES

1. Eligibility

1.1. An employee shall be deemed eligible to apply for a work from home agreement if it can be demonstrated that the employee can perform job duties at the same or improved level while working from home and that the employee's intended work from home location is safe, ergonomically suitable (meaning the employee must have a working and suitable desk and chair in the work from home space, these items will not be provided by Wahnapitae First Nation unless accommodation is required for health reasons as evidenced by a health care practitioner's note), free from background noise or distraction, internet connectivity, and conducive to working.

1.1.1. For clarity, an employee whose role requires all or substantially all hours worked to be in a face-to-face manner, such as the provision of direct services to community members, are not eligible to apply for work from home agreements.

1.2. Temporary, short-term work from home agreements exceeding two (2) work from home days per week may be approved on a case-by-case basis at the discretion of the Executive Director or assignee.

2. Requests and Approval

2.1. The employee must submit a work from home request which includes:

2.1.1. Intended effective date of work from home agreement.

- 2.1.2. Endorsement from the immediate supervisor stating that the employee is eligible for a work from home agreement.
- 2.1.3. Intended end date of work from home agreement (if applicable).
- 2.2. The immediate supervisor shall review and endorse the submitted request in the event that the employee has demonstrated eligibility. Approved requests shall be forwarded to the Executive Director or assignee, who will then prepare the work from home agreement. The work from home agreement shall include, at minimum:
 - 2.2.1. Attestation that job duties will be performed at the same or improved level while working from home (picture of workspace to be supplied).
 - 2.2.2. Attestation that the intended work from home location is safe, ergonomically suitable, free from background noise or distraction, and conducive to working.
 - 2.2.3. Attestation that the employee intends to communicate fully and be accountable for whereabouts and availability to the immediate supervisor in the same manner as if the employee was working in-office.
 - 2.2.3.1. This includes being on Microsoft Teams and having your status updated.
 - 2.2.3.2. This includes regular check-ins with the immediate supervisor.
 - 2.2.3.3. This includes responding to Emails and Teams messages timely.
 - 2.2.4. Attestation that internet connection is stable and at a minimum 25mbps download and 5mbps upload.
 - 2.2.5. Use of office supplied computer will be the only allowable device to be used in combination with VPN server access (currently NetExtender).
 - 2.2.6. Confirmation of understanding that breaches or acts of non-compliance regarding the work from home agreement and/or this policy may result in corrective action, including termination of work from home agreement, and dismissal.
 - 2.2.7. Duration of work from home agreement and approved work from home schedule.
- 2.3. The work from home agreement shall be signed by the employee, Director, and the Executive Director. A copy shall be provided to the employee, the immediate supervisor, and the Executive Director or assignee for retention in the employee's personnel file. The Executive Director or assignee shall maintain a file and schedule of all permitted work from home agreements, updating them as necessary. In the event that the employee or Director must change or revoke the work from home agreement, a new request must be submitted, approved, and managed per the procedures described above.

3. Responsibilities

- 3.1. Chief and Council are responsible for:
 - 3.1.1. Establishing the process by which work from home agreements will be implemented.

3.2. The Executive Director with the help of any Human Resources Personnel is responsible for:

- 3.2.1. Reviewing and approving any work from home agreement requests submitted by reporting employees who are deemed eligible.
- 3.2.2. Serving as the final authority for decisions regarding work from home agreement requests denied by the immediate supervisor and appealed by the requesting employee.
- 3.2.3. Serving as the final authority for decisions regarding temporary, short-term work from home agreements.
- 3.2.4. Maintaining a file and schedule of all permitted work from home agreements.

3.3. The immediate Supervisor (Director or Manager) is responsible for:

- 3.3.1. Reviewing and endorsing any work from home agreement requests submitted by reporting employees deemed eligible, ensuring all documentation is forwarded to the Executive Director or assignee in a timely manner.
- 3.3.2. Monitoring and managing the performance of reporting employees in work from home agreements in accordance with the Human Resources (HR) Policy.

3.4. Eligible employees are responsible for:

- 3.4.1. Submitting a work from home agreement request, or updated request in the instance of a request to make a permanent change to an existing agreement.
- 3.4.2. Notifying the immediate supervisor of any temporary changes to the work from home agreement in a timely manner.
- 3.4.3. Complying with the terms of approved work from home agreements.
- 3.4.4. Ensuring all duties and responsibilities are maintained while working from home, including availability during working hours and maintenance of communication with the immediate supervisor.
- 3.4.5. Ensuring all Wahnapiatae First Nation laws, policies, and procedures are maintained and adhered to while under a work from home agreement.

4. Working from Home

- 4.1. While working from home, employees shall adhere to all Wahnapiatae First Nation laws, policies, and procedures. Policies and procedures described in the Human Resources (HR) Policy, including those relating to hours of work, overtime, paid and unpaid leave, etc., are still in effect for employees working from home. Breaches or instances of non-compliance may result in corrective action in accordance with the Human Resources (HR) Policy.
- 4.2. Employees and Directors working from home are not permitted to use their residential address for receipt of any mail related to the operations of Wahnapiatae First Nation. Any such mail or correspondence must be delivered to the on-reserve offices of Wahnapiatae First Nation.

- 4.3. Employees and Directors working from home during work hours and while performing duties and responsibilities on behalf of Wahnapiitae First Nation in the designated work area of the home are covered by worker's compensation legislation.
- 4.4. Employees and Directors working from home must immediately report any hazards in the work from home space to their immediate supervisor. If at any time the employee/Director is unable to demonstrate that the intended work from home location is safe, ergonomically suitable, free from background noise or distraction, and conducive to working, the work from home agreement may be terminated.
- 4.5. The Immediate supervisor shall monitor the performance of the employee under the work from home agreement to ensure communicated expectations for the agreement are met on an ongoing basis. This includes required updates regarding the employee's whereabouts and activities during work hours by way of daily or weekly reporting. If at any time the immediate supervisor determines that performance does not meet expected levels, the work from home agreement may be terminated. Corrective action may be taken in accordance with relevant policies to address performance which does not meet expectations.

5. Safeguarding and use of Wahnapiitae First Nation Assets and Information

- 5.1. Employees and Directors shall be provided capital assets as required for the purposes of working from home, including laptops, docking station, one secondary monitor, mice, and keyboards. Additional assets can be requested on a case-by-case basis.
- 5.2. Employees and Officers shall safeguard and care for these assets in accordance with the Asset Policy found in the Finance Policy. Any provided assets must be returned to Wahnapiitae First Nation upon termination of the work from home agreement, or termination of employment or appointment.
- 5.3. Employees work from home are required to take reasonable steps to safeguard the confidentiality and security of Wahnapiitae First Nation information while working from home. Employees and Officers working from home are required to report issues, complications, or suspected instances of compromised information to the immediate supervisor as soon as practicable.
- 5.4. Employees/Officers are discouraged from using insecure, public Wi-Fi networks with Wahnapiitae First Nation owned assets unless absolutely necessary, and the connection is established through the Wahnapiitae First Nation VPN.

6. Termination of Agreement

- 6.1. A work from home agreement may be terminated for several reasons, including but not limited to the following:
 - 6.1.1. The employee is no longer able to demonstrate that the intended work from home location is safe, ergonomically suitable, free from background noise or distraction, and conducive to working.
 - 6.1.2. The employee voluntarily revokes the work from home agreement.

- 6.1.3. The immediate supervisor has determined that performance while working from home is not at a satisfactory level.
- 6.1.4. At the discretion of the Executive Director in consultation with the supervisor.
- 6.2. The Executive Director or assignee will communicate termination of agreement to all the affected parties; ensuring documentation of the termination is retained in the employee's personnel file. The Executive Director or assignee will update the list and schedule of work from home agreements to reflect terminated agreements as soon as practicable.

D. REVISION HISTORY

Date: (mm/dd/yyyy)	Motions

E. REFORMATTING

Any reformatting or administrative changes to this policy that do not alter its intent or substance do not require approval from Chief and Council. Such revisions may be reviewed and approved by the Executive Director.

WORK FROM HOME AGREEMENT TEMPLATE

Request for Work from Home Agreement	
Date	
Employee	
Immediate Supervisor	
Intended Effective Date	
Intended End Date (if applicable)	
Rationale	
Equipment Requirements or demonstrated evidence of office area conducive to work/work environment (attach pictures if necessary).	

By signing this request, the employee/Officer confirms they have read, understood, and agree to comply with the procedures, terms and conditions outlined in the Work from Home Policy, found in the Human Resources (HR) Policy.

By endorsing this request, the Immediate Supervisor confirms the employee is eligible for a Work from Home Agreement in accordance with the Work from Home Policy. Requests for work from home agreements that do not comply with policy, or for employees for whom eligibility has not been demonstrated, shall be denied in accordance with policy.

Employee/Officer Signature: _____ Date: _____

IF APPROVED:

Immediate Supervisor Signature: _____ Date: _____

IF NOT APPROVED:

Immediate Supervisor Signature: _____ Date: _____

HOME OFFICE SAFETY CHECKLIST

Employees are responsible for ensuring their designated workspace meets normal occupational health and safety standards for a home office. Use this document as a guide to identify and address any potential hazards while working at home and send into your Supervisor.

If you require assistance addressing any items noted as unsatisfactory, please discuss these with your supervisor.

ITEM	SATISFACTORY	UNSATISFACTORY	N/A	COMMENTS
Floors				
Is there any loose material, debris or worn carpet that may be a tripping hazard or any areas that are slippery or have rough, splintered or protruding nails or screws?				
Stairways and Aisles				
Are stairways and aisles clear and unblocked, well lighted and have handrails?				
General Work Area				
Are there any work or broken items with sharp or splintered edges?				
Is the floor clear with cables stored neatly?				
Are any electrical cords frayed? Are electrical outlets and devices properly grounded and are extension cords and power bars used safely?				
Are there appropriate security measures in place at the remote work location to ensure individual (personal security) and to prevent theft or non-authorized access to equipment and sensitive materials?				
Workstation				
Is task and general lighting adequate with minimal glare on computer screen?				
Are the chair, desk, and keyboard ergonomic and height/settings adjusted correctly?				
Is the space adequate to perform the work with appropriate ventilation, temperature control, and work surfaces?				

Material Storage				
Are cabinets and shelves secured to walls with heavy items placed on lower shelves to reduce falling hazards?				
Evacuation Routes and Emergency Equipment				
Are exit routes unobstructed and clear?				
Is a first aid kit accessible?				
Are smoke detectors and carbon monoxide detectors properly maintained?				
Additional Considerations or Comments				
Ergonomics				
Electrical				
Computer station				

Employee Name: _____

Employee Department: _____

Date: _____

Signature: _____

Supervisor Signature: _____

HOME WORKSTATION SELF ASSESSMENT SAFETY CHECKLIST

This checklist is designed to help assess the safety of the home workstation. Employees are expected to designate an adequate workstation in the home. To ensure employees are working in a safe and healthy dedicated workstation, the following checklist must be completed by the employee prior to the start date annually and/or when conditions in the home change.

Assessment is of the workstation only and is not reflective of the safety of the home in its entirety

Employee: _____ Supervisor: _____

Work from Home address: _____

Emergency Procedure

What steps would you follow in case of an emergency? (i.e. prepare evacuation plan, establish procedure for periodic contact, telephone or other communication devices are readily available, etc.)

	Satisfactory	Not Satisfactory	Action Required
Workstation Conditions *Note that the workstation is the immediate vicinity of the desk or computer station.			
Walking surfaces in dedicated workspace is free of tripping/slipping/falling hazards.			
Dedicated workspace is tidy and free of clutter.			

Receptacle plates and power cords are in good condition.			
Power bars are plugged directly into wall.			
Fire Safety (Recommended)			
Functioning smoke detectors tested regularly (monthly) and within a reasonable proximity to your workstation.			
Functioning carbon monoxide detector tested regularly (monthly).			
Functioning fire extinguisher.			
Ergonomics			
Office Workstation Ergonomics Self Assessment Checklist completed prior to beginning work.			
Personal Safety			
Risk of violence and harassment, including domestic violence, is identified to the employer. (Employer must take reasonable steps to manage risk).			
Incidents of violence and harassment will be reported as soon as possible. Additional information available in Wahnapiitae First Nation's Violence and Harassment Policy.			

