



# COLLEGE OF THE NORTH ATLANTIC OPERATIONAL PROCEDURE

## TOPIC: AD-HOC TELEWORK

<b>Procedure No.</b>	HR-411-PR-2	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	HR-411	<b>Effective Date:</b>	September 21, 2021

### PROCEDURES

Teleworking usually consists of a set long-term working arrangement, outlined in a signed agreement, whereby the employee fulfills regularly scheduled job responsibilities from home. This voluntary arrangement can be cancelled by the employee or employer using agreed upon notice periods.

Ad-hoc telework, on the other hand, consists of a temporary, irregular and unexpected scenarios (e.g., bad weather days, mild illnesses, family illness, contractor visits, etc.) whereby an employee can telework from home in a manner that is appropriate and beneficial for all parties.

Ad-hoc telework requires trust, openness and transparency on the part of the employee and manager that working from home will be appropriate, not excessive, and not detrimental to performance or service delivery. Supervisors/managers have the discretion to limit or prevent ad-hoc telework in specific individual cases.

Ad-Hoc Telework is available to all CNA employees except those already availing of a full-time telework arrangement, subject to operational requirements. Bargaining unit employees should also consult their respective collective agreements and the provisions of the collective agreement shall prevail.

### Preapproval

In order to avail of ad-hoc teleworking, an employee must request preapproval by completing the following steps:

1. Initiate discussion with one's manager on the suitability of ad-hoc telework (see S. 3.4 of the [HR-411-PR-1 – Flexible Work Arrangements – Flex, Compressed](#)

[and Telework Procedure](#)) given the employee's job duties and personal responsibilities.

2. If the manager is in agreement, the employee completes an [Ad-hoc Telework Agreement](#). This Agreement is a modified version of the Agreement used for the long-term telework option in the Flexible Work Arrangements Policy.
3. If the employee is unable, or is unwilling, to meet the Ad-Hoc Telework Agreement requirements, the request is denied.

### Guidelines for Usage

Employees are to notify their supervisors of the intended use of ad-hoc telework with as much notice as possible. Supervisors have the discretion to limit or prevent ad-hoc telework usage based on the circumstances of specific individual cases. The primary requirement, in addition to the conditions of the preapproval agreement, is that assigned work be performed with minimal disruption while teleworking from home. Also, the use of ad-hoc telework is not a replacement for other more appropriate forms of leave or a long-term telework arrangement under the Flexible Work Arrangements Policy.

Examples of acceptable ad-hoc telework usage.

Personal Illness	Minor illness (e.g., sore throat, stuffy nose, etc.) whereby an employee is able to function at near full capacity and expects to be more productive at home. In situations where the employee is feeling unwell to the point they are unable to perform their work, a form of leave (e.g., sick leave, annual leave, paid leave) should be taken.
Contractor Visits / Deliveries	Cable install / furniture delivery where a visit can be anytime during the AM or PM period and minimal supervision / involvement is required. Situations requiring substantial supervision/involvement would not be suitable.
Dependent Care	An ill dependent requires someone to be home but requires minimal care or attention. In situations where the dependent requires considerable attention / care, the employee should take an appropriate form of leave (e.g., family responsibility leave, annual leave, paid leave).
Inclement Weather Days	During inclement weather, when the workplace is open but an employee is not comfortable commuting to and from the workplace. Not applicable when the workplace has been closed due to inclement weather.

Ad-hoc telework is suitable for half or full work days but consecutive days are at the discretion of the Supervisor, in consultation with Human Resources, as required.

Approval History
Approved by President      September 21, 2021