
Work from Home Model and Overall Accommodation and Yard Facility plan post COVID-19. This report seeks approval from Council with respect to the proposed Work from Home Policy and provides Council with a copy of the related Work from Home Procedure, which will form part of the Human Resources procedures that support the various policies of the City of Brantford and may be amended by staff from time to time.

5.0 Purpose and Overview

The purpose of this report is to provide City Council with the Work from Home Policy and Procedure documents that support the Work from Home Model approved by Council in September 2020.

6.0 Background

In March 2020, the World Health Organization declared COVID-19 a global pandemic, which resulted in governments and health authorities around the world implementing strict health and safety measures, including work from home and physical distancing orders. The City of Brantford, in compliance with Provincial orders, directed most administrative staff to work from home, wherever possible. Despite the changes to the work environment, staff quickly adapted using virtual platforms and other technologies and were able to continue service delivery with few disruptions.

Due to the success the City experienced with pivoting from a largely physical workplace to a digital work environment, in addition to benefits for the employee, employer, and citizens of Brantford, Council approved a recommendation on October 27, 2020 to implement a permanent Work from Home Model which was projected to result in a net savings of \$21.57 million over 10 years to the municipality.

While most administrative staff have been primarily working from home since March 2020, the Work from Home Policy and Procedure addresses important details regarding the rights, privileges, and eligibility requirements associated with post COVID-19 Work from Home opportunities for staff.

7.0 Corporate Policy Context

The proposed Work from Home Policy and Procedure supports and is in accordance with Human Resources (HR) and Corporate policies including HR Policy – 019 Work Environment and Corporate-029 Employee Code of Conduct.

8.0 Input From Other Sources

Human Resources, Facilities Management, Information Technology Services, and Legal Services were involved in the development of the Work from Home Policy and Procedure.

Consultation occurred with the City's unions and professional association impacted by the proposed Work from Home Policy and Procedure. The City's Organizational Change Management Committee was also consulted on the policy and procedure documents.

9.0 Analysis

The fundamental principle of a successful Work from Home Model is that there must be mutual benefit for both the Corporation and the employee. In order to achieve the cost savings, and employee benefits outlined in the September 29, 2020 Centralized Office Work from Home Model report, employees who are able to work from home are being encouraged to do so as a first option; however, there will be circumstances which prevent the employee from successfully working from home and in those cases they will utilize the Municipal Work Site (as defined in the Work from Home Procedure). The Policy and Procedure being proposed provide important information and guidelines for staff who wish to apply for Work from Home Agreements when they intend to work from home on a regular basis post COVID-19.

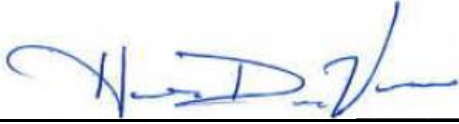
The procedure document outlines the responsibilities of staff and management with respect to items such as communication, use of City equipment, what expenses are covered by the City, the need for confidentiality and security of documents, Health and Safety training, and expectations for a home work environment. The Work from Home Policy will be reviewed as required and any recommended revisions would be brought forward to Council for consideration. The Work from Home Procedure document will be updated periodically by staff as circumstances evolve.

10.0 Financial Implications

There are no financial implications directly associated with receiving this report and approving the Work from Home Policy and receiving the Work from Home Procedure.

11.0 Conclusion

The Work from Home Policy and Procedure are fundamental to ensuring a common understanding and implementation of the new Work from Home Model that is to be adopted by the City. If approved, staff will be responsible for ensuring the Policy and Procedure are well communicated and implemented where applicable.



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Attachments

Appendix "A" - Work from Home Policy

Appendix "B" - Work from Home Procedure

Copy to:

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required yes no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk yes no

Is the necessary by-law or agreement being sent concurrently to Council? yes no