



## Policy Manual

**Policy Number: Human Resources**

**Subject: Work From Home Policy**

### **Policy Statement:**

The City of Brantford is committed to maximizing the effective use of administrative space thereby improving service delivery and supporting a healthy workplace and work-life balance. Providing a “remote-first” work from home approach will result in streamlining service delivery and facility functions while enhancing employee recruitment and retention.

### **Purpose / Objective**

The objective of this policy and related procedure is to provide an overview of the guiding principles and standard practices that govern the ability for City of Brantford employees to Work from Home.

The provisions of this policy and related procedures, including the Work from Home procedure, apply to all eligible employees. In the event that an employee’s collective agreement, employment contract, conflicts with this policy and related procedures, the terms and conditions of the collective agreement or employment contract will apply.

The City recognizes the importance of wellness for our people and the importance of work-life balance initiatives without compromising the delivery and/or quality of the City’s programs and services to our citizens. The City supports and encourages Working from Home whenever beneficial and operationally practical.

Any breach of the provisions of this policy or related procedures may result in disciplinary action up to and including termination of employment. The appropriate level of discipline in a particular case depends on the nature of the breach and the circumstances surrounding the situation.

## Related Policy Guidelines

Applicable Corporate Policies & Standards

Corporate Procedure – Work from Home

Corporate Policy-029- Employee Code of Conduct

<b>Date of Enactment:</b> (Month, Day, Year)	<b>Related by By-law Number/ Staff Report Number:</b> Report Numbers
<b>Review Date:</b> (Month, Day, Year) <b>Amendment Dates:</b> (Month, Day, Year)	<b>Department Responsible for Review:</b> Human Resources
<b>Date of Next Review:</b> (Month, Day, Year)	<b>Applicable Legislation/ Legislative Authority:</b> Legislation Title