



Office of the  
Saskatchewan Information  
and Privacy Commissioner

HUMAN RESOURCE POLICY

**3.0 HOURS OF WORK**

**3.06 REMOTE WORK**

**Purpose**

To provide a framework for remote work within the office of the Saskatchewan Information and Privacy Commissioner (IPC). The policy outlines the circumstances where employee initiated remote work may be appropriate, the process for approving such arrangements, and the manner in which these arrangements will be undertaken.

**Application**

This policy applies to all employees of the IPC. Remote work will not be suitable for every position or employee. The employee may initiate remote work arrangements. Remote work arrangements may vary with respect to duration and can only be up to 80% time. Remote work can only be a maximum of 80% of the time as all employees must come into the office at least one day a week, the designated staff meeting day. The Commissioner may use his discretion and allow 100% maximum remote work in exceptional circumstances. This policy does not apply to occasional remote work. This policy applies to work performed remotely from a designated location(s) other than the headquarters building. Remote work arrangements resulting from a medical accommodation are governed by the Employment Accommodation Policy and Guidelines #9.01.

**Policy**

Effective remote work allows the IPC to meet the needs of Saskatchewan citizens, public bodies and trustees, and benefits both the employer and the employee. Remote work arrangements will be considered provided operational needs are met and all IPC core values are supported.

**Objectives**

- Set clear expectations to promote a consistent approach for remote work within the IPC.
- Support the use of remote work as a business delivery model, support operational needs and contribute to a modern mode of service.
- Improve recruitment and retention of employees.
- Support a more diverse workforce and inclusive workplace.

- Support a healthy work environment for employees.
- Improve employee productivity, engagement and job satisfaction.

## **Principles**

- The IPC will maintain a public presence and continue to provide services effectively to meet the needs of Saskatchewan people.
- The arrangement is in the best interests of the public, the IPC and the employee.
- Organizational culture and connection between leaders, teams and employees must be maintained.
- The remote work arrangement must not conflict with the terms and conditions of employment, relevant legislation and IPC policies.

## **Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

*The Saskatchewan Employment Act*

*The Archives and Public Records Management Act*

## **Influencing Sources and Related Policies**

Information Technology Resources Policy #2.04

Privacy Guidelines Policy #2.05

Mobile Device and Remote work Security Policy #2.09

Clean Desk Security Policy #2.10

Use of Office issued iPhone #3.10

Employee Accommodation Policy #9.01

Health and Safety Policy #9.02