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 UNGAVA TULATTAVIK HEALTH CENTER  
 CENTRE DE SANTÉ TULATTAVIK DE L'UNGAVA

DRH-03	
Title :	Policy on telework Terms & Conditions for Unionized Employees
Responsible of Application:	Direction of Human Resource
Document Type :	<input type="checkbox"/> Rule <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure
Approved by :	Internal Management Committee on February 11, 2021
Recipient(s) :	All UTHC Unionized Employees who are teleworking

**Note : The present document invalidates any and all prior document(s) on the same subject.**

## 1- PREAMBLE

UTHC acknowledges that some employees will work by doing telework outside of Nunavik or could be asked to work out of the UTHC offices located in Montreal. Moreover, the current policy will clarify the terms and conditions that apply to the specific working conditions for its employees assigned to such positions. This policy excludes employees who work with clients at Ulluriaq boys and Ulluriaq girls units in Montreal, as well as managers conduct teleworking.

## 2- GOAL / OBJECTIVES

The present policy defines the work conditions, various expenses reimbursed by UTHC and the reimbursement conditions, so that employees can be reimbursed for some of the expenses that were incurred in relation to their telework or by working at the Montreal office.

By implementing this policy regarding to telework and working conditions from the south of Nunavik, UTHC wants to:

- Provide a frame of reference to the employees in regards for their work and services;
- Reimburse some expenses in relation to their work and tasks;
- Structure the work in Nunavik for these employees;

### **3- BASIC GUIDELINES / LEGAL PRINCIPLES**

This policy demonstrates UTHC's commitment to comply with the legal, regulatory and administrative provisions that provide a framework for good human resources management practices, in particular:

- James Bay and Northern Quebec Agreement;
- Health Services and Social Services Act (RLRQ, c. S-4.2);
- Law 21 modifying the professional code related to mental health and human relations;
- Public Organizations Documents Access and Personal Information Protection Law (R.L.R., c. S-2.1);
- Labour Code (L.R.Q., c. C-27);
- Profession Code (RLRQ, c. C-26);
- Professional Ethics Code;
- Quebec Charter of Individual Rights and Liberties
- Public Health Law – L.R.Q., c. S-2.2;
- Public Organizations Documents Access and Personal Information Protection Law – L.R.Q, c. A-2-1;
- Policy on the Quebec Public Service Workers Health C.T. 196633 Health and Social Services – Order 1218-96;
- Profession Code - L.R.Q., c. C-26.
- Quebec Revenue Section « Work Expenses Related to Telework »
- Canada Revenue Agency « Chapter 3 : Salaried Employees, Home Office »
- Telework Application Conditions in the context of the COVID-19 Pandemic.– MSSS December 2020

### **4- DEFINITIONS**

**Telework:** Teleworking is a professional activity carried out in whole or in part from a distance from a place where the result of the work is expected to be completed. It is opposed to on-site work, i.e. work carried out on the premises of the employer.

**Work in the North:** When the employee is requested by his superior to travel to work in the North.

### **5- PEOPLE IMPACTED**

The present policy applies to any unionized employee who is employed by the Ungava Tulattavik Health Center and who works, in whole or in part, in telework from the South of the Nunavik.

<b>6- ROLES AND RESPONSIBILITIES</b>
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### **6.1 Employee Working Outside of Nunavik**

The employee in telework organizes their work in order to provide a complete work performance that meets the employer's expectations. The employee assures that their work environment is safe and that their workstation is ergonomic. Also, that their workstation conforms to the work health and safety rules and standards. The employee always complies wholly with the confidentiality rules and the protection of personal information.

The employee is responsible to claim refundable expenses in compliance with the present policy. They must make sure that their cell phone is working at all times and must have high-speed Internet access. The employee is also responsible to find a suitable workspace. Thus, they must file their income tax returns in order to obtain the related tax credits when applicable.

### **6.2 Immediate Supervisor**

The immediate supervisor ensures that the present policy is applied within their work teams and is responsible to approve requests in compliance with this policy. The immediate supervisor is responsible to provide the employee with the appropriate equipment in a timely manner. The immediate superior also follow-up on the applicable premiums and expenses accounts. Also, the immediate supervisor adapts their management practices to telework, in particular with regard to the definition of remote supervision methods, the setting of objectives and the control of expected results, communication, availability and monitoring.

### **6.3 Accounting Department**

The accounting department validates the refund request through the expense report in Espresso Web, processes the refund according to the effective guidelines.

### **6.4 Director of Human Resources**

The Director of Human Resources is responsible for the policy implementation and ensures the compliance with the practices mentioned in the present document relatively to the executive committee guidelines. The Director of Human Resource determines exceptional measures. The Director of Human Resource approves the requests for the transfer of teleworking status.

### **6.5 Executive direction**

Executive direction retain their managerial right on the policy application: The Executive director and the Deputy Executive Director share the responsibility with the Director of Human Resources to make a final decision on litigious and exceptional matters. They are the only three people entitled to authorize exceptions to the present policy.

## **7- APPLICATION TERMS AND CONDITIONS**

### **7.1 Telework Underlying Principles**

Telework optimizes the employee experience as a mean to attract and retain personnel. Telework must not negatively affect the organization's operational needs and the productivity.

Telework aims to maximize the employee's contribution to their work place by introducing a greater flexibility in the organization thus improving the employee's well-being. Telework is accessible to a limited number of workers, considering the nature of the establishment's mission and the constraints of functionality inherent to workstations.

Telework is a management right of the employer. The employer may terminate it at any time with a reasonable advice or suspend it temporarily and without delay to ensure service needs.

### **7.2 General Conditions**

#### **7.2.1 Equipment Provided by UTHC**

The immediate superior forwards the duly completed equipment or access request form to the IT department and to a manager of the IT department no later than one month in advance so that the employee can obtain :

- laptop
- laptop case
- computer screen

*The equipment remains the property of the UTHC. The employee is committed to return the equipment to his immediate supervisor when they leaves and must signal any problem to the IT services through an Octopus request.*

#### **7.2.2 Communication Equipment**

The employee ensures that they have a functional communication equipment necessary for their work:

- cellular phone
- high speed Internet Access

The employee will have the possibility to claim \$50 per month each for the two above-mentioned services by submitting an expense report. The supporting bills could be requested by the finance department but they do not need to be attached to each expense account.

Working Conditions:

The working conditions of the employee teleworking are included in the collective agreements of the Health and Social Services Network.

Teleworkers remain subject to the laws, regulations, directives and policies in force in the health and social services network and within the organization.

The inconvenience premiums under the collective agreements (example: night, evening and weekend shifts premiums) are payable only if, despite teleworking, the teleworker is affected by the inconvenience for which the premium is intended. Northern premiums are withdrawn for anyone absent from the territory for more than 30 days.

#### **7.2.3 Home Office Equipment**

The employer will reimburse the employee up to \$500 including tax, for the purchase of a desk and an ergonomic chair which will be used for teleworking, through an expense account. The refund will be made after succeeding the probation period. This reimbursement is renewable for each 5-year teleworking period. For confidentiality reasons, the use of printers is not recommended.

#### **7.2.4 Deductible Expenses**

The employee who is tenant or owner may have the possibility to deduct some expenses in proportion to the work space occupied (supplies used, heating, electricity or other).

In order for the employee to claim these expenses, the administrative services management will provide, upon request, forms TP64.3 for the provincial government and T2200 for the federal government, on or before February 28 of each year.

### **7.3 Work in the North**

When an employee is requested to be present in the North, if the employee is based outside of Nunavik, they are entitled to claim the following:

- The northern per diem meal allowances for meals taken in the North;
- Airport parking during the stay (maximum 13 days);
- The kilometers to go to the airport and come back home will be reimbursed according to the effective rate, or the taxi cost, and the hotel as the case may be.

### **7.4 Work Time**

#### **7.4.1 Work Schedule**

Upon the immediate supervisor approval, the employee will have the opportunity to organize their work schedule in order to conciliate work and family.

#### **7.4.2 Overtime**

Unless in exceptional situations previously authorized by the immediate supervisor, no overtime is authorized for teleworking employees.

#### 7.4.3 Travelling to the Montreal Office

Travelling to the Montreal Office from home is not compensated.

#### 7.4.4 Vacation

The employee will be entitled to a maximum of five (5) vacation weeks per year (based on the number of service years for the Health and Social Services Network). Upon the immediate supervisor's authorization, they will be able to use, if the case may be, the accumulated time in order to take additional weeks off.

<b>8- APPLICATION RESPONSIBILITY</b>
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The Direction of Human Resources is responsible for the application of the present policy.

<b>9- EFFECTIVE DATE</b>
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The policy was adopted by the Internal Management Committee on February 11, 2021 and is effective upon distribution on February 26, 2021.