



NVS Work From Home Policy

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Policy to be reviewed on an ongoing basis until normal business operations resume post COVID-19.

OVERVIEW

Northside Veterinary Specialists' (NVS) work from home policy recognises the importance of flexible work arrangements during times of disruption of normal hospital operations. Different flexible working arrangements can be considered depending on particular employee's availability, skillset, productivity, and business requirements. NVS may unilaterally introduce, vary, remove, or replace this policy at any time.

ELIGIBILITY

All permanent employees of NVS may be eligible to work from home in some capacity, which will be determined in discussion between the employee and their direct supervisor.

Requirements

All employees must complete and adhere to the Working From Home Agreement

Suitable space for working safely (see checklist)

Computer with internet access

Access to Google Drive Suite (Docs, Sheets, etc.)

Zoom (download from: <https://zoom.us/>)

Expectations

Daily check-ins with your team to report progress, discuss solutions to hurdles, and distribute tasks.

All content should be the work of the individual, and properly referenced where appropriate. Plagiarism is a serious offence and great care must be taken to avoid this - see “How to Reference” document)

All content-based work should be done within the shared NVS folder of Google Drive.

You are to use your best judgement to ensure that your working arrangements are safe, ergonomic, and fit for purpose.

On days that you are scheduled to work from home, it is expected that you will be available as required to participate in work-related calls and meetings. Should you be unavailable for more than an hour, this should be disclosed to your manager.

Tracking Work

Honour code. Keep track of the time you spend on a project, and document it on the master project log. Should management feel it is necessary, additional time-tracking requirements may be put in place.

Daily progress reports will be arranged with your manager.

Healthy Work Practices

Take regular breaks. Go for a walk, stretch, daydream.

RESOURCES

Google Drive Suite

Getting Started Tutorial: <https://youtu.be/fbLjw6LgIvg>

GSuite Help Centre: <https://support.google.com/a/users#topic=9296556>

Working From Home Tips

Setting Up Your Workstation:

https://drive.google.com/file/d/1xUAWcGooZEMKv9zsT4ArO_kFY49r2V5c/view?usp=sharing

Productivity Tips: <https://blog.hubspot.com/marketing/productivity-tips-working-from-home>

Optimising Your Space:

<https://www.lifehack.org/369556/8-tips-set-your-home-office-for-serious-productivity>

Adjusting to Working From Home:

<https://www.bbc.com/worklife/article/20200312-coronavirus-covid-19-update-work-from-home-in-a-pandemic>

Advice: <https://www.inc.com/cameron-albert-deitch/remote-work-advice-best-practices.html>

Productivity & Mental Health:

<https://ohsonline.com/Articles/2020/03/18/Working-from-Home-Tips-for-Productivity-Mental-Health-and-Staying-Healthy.aspx?m=1&Page=3>

Employment Hero Employee Wellbeing Library:

<https://employmenthero.com/category/employee-wellbeing-library/>