

# Memo

**To:** All Staff  
**From:** Management  
**Date:** March 8, 2024  
**Re:** Working From Home  
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Hi Staff

In May of 2023 and August of 2023 a memo was sent out to ALL STAFF stating ALL staff were to return to working from the office effective **September 5, 2023**.

Since then, there have been instances where staff are "choosing" to work from home for various reasons. Working from home should have never been an option and will no longer be approved. All staff are required to return to working from their offices effective immediately.

The following will be effective immediately.

- ALL time away from the office for non work related reasons, will need to be accompanied by a "**leave request**" approved by your manager.
- ALL office equipment in your home that was purchased to accommodate you to work from home during the pandemic will need to be itemized and submitted to your manager. Your manager will work with you on returning your equipment.
- Staff **will not** be reimbursed for travel to and from their respective offices to perform their duties.
- Staff will not be reimbursed for parking if they have already been assigned parking by the Manager of Facilities. Exceptions will be considered and **must** be approved by the Manager of Facilities & Purchasing (Rhain Mainville)
- Internet expenses **will not** be reimbursed unless staff have been instructed to work from home due to office space issues or they do not have secured leased space in their community.
- For Health and Safety reasons, sign-in sheets will be implemented at each of our main office locations: Thunder Bay, Timmins, Sioux Lookout, Red Lake, Kenora. The Manager of Facilities and Purchasing will be your contact.

All staff will be expected to adhere to the above and acknowledge reading this memo by signing below and submitting to HR by **March 12, 2024**.

If you have any questions, please contact your manager or HR.

Thanks,  
Management

Employee Signature:  \_\_\_\_\_

Date: \_\_\_\_\_  
March 08, 2024