

Classifications

There are 6 classifications under this program. See table above for descriptions.

- » Classifications are based on the position, not the individual.
- » Exceptions are based on the individual; VP approval required.
- » Position classifications are reviewed annually.
- » Canada Only

Predominantly in the Office

Predominantly at Home

Organizational Critical	Operationally Critical	Full-Time Office	Mobile Office (50% > Office)	Mobile Home (50% > Home)	Full-Time Home
Must work from a Company Office. Duties cannot be completed from a Home Office.	Must work from a Company Office and may work from a Home Office only under exceptional circumstances.	Works from a Company Office most of the time but may work from a Home Office on an infrequent basis.	Works from a Company Office most of the time and may work from a Home Office less than 50%.	Works from a Home Office for 50% or greater and has some requirements to be at a Company Office.	Works from a Home Office and has no need to be at a Company Office. May be called in to a Company Office for unique circumstances.

IT Assets

- » Standard package for mobile home/full-time home (laptop, keyboard, monitor, mouse, headset).
- » Equipment will be shipped directly to mobile home/full-time home employees.

Home Office

- » Within a residential home or apartment.
- » Free of distractions, background noise and interruptions, as much as possible.

Company Office

- » Classification determines if employees use hotel stations or are assigned workstations.
- » Employees working at a Company Office will have access to collaboration spaces and meeting rooms.

Expenses

- » No reimbursement for internet, office supplies, desk/chair, mileage, etc.

Travel

- » Commuting Travel (regular shifts, regular recurring/frequent team meetings, etc.) is at employee's expense; use WestJet Travel Privileges; no reimbursement for meals, hotel, etc.
- » Business Travel (travelling to conduct business activities such as 3rd party training; conferences) eligible for reimbursement for meals, hotel, etc.

Tax/Payroll Deductions

- » Employee responsible for tax implications associated with where they live.
- » Payroll taxes are determined by CRA and position classification.
- » T2200 eligibility determined by position classification.

Notice

- » 3 months notice for changes in position classification.
- » 2 weeks notice for full-time home employees to attend in-office.

Safety and Ergonomics

- » Employee responsibility.
- » Guidelines provided on Westnet Ergonomics homepage.