



Village of Warfield

Policy Title: WORK FROM HOME POLICY **Policy #: HR 2020-14**

Section: Human Resources
Initially Approved: New
Last Reviewed: _____
Council Approval: _____
Next Review Scheduled: _____

PURPOSE:

To provide a consistent framework for Employees to work from home under the extenuating circumstances of the current COVID-19 Coronavirus pandemic.

POLICY GOAL:

During this unprecedented time of the Coronavirus COVID-19 Pandemic Event and following the Provincial Public Health Officer’s advice and Orders, the Village of Warfield is interested in allowing employees to Work from Home to support and maintain the productivity of the workforce and to continue to provide services to the Village residents.

SCOPE:

This policy shall apply to all Village of Warfield employees.

DEFINITIONS:

Work from Home means where an employee is able to complete many of their day-to-day functions from their home or other remote location that is not a Village of Warfield workplace and that is within BC.

Work Day Duration means the duration of a typical shift of the employee as set out in the CUPE 2087 and Village of Warfield Collective Agreement. As an example, an inside employee works 7 hours per day and an outside employee works 8 hours per day.

POLICY REQUIREMENTS AND PROCEDURES:

General

1. Work from Home options can be considered where an employee:
 - a. is self-isolating due to potential or confirmed exposure to the COVID-19 virus;
 - b. is sick due to COVID-19 infection and is exhibiting mild infection symptoms that do not impede their ability to complete their work assignments;
 - c. has been advised by their medical practitioner that they have existing health conditions that increase their risk to serious illness if exposed to the COVID-19;
 - d. is the primary caregiver of individuals that are at high risk of serious illness if exposed to the COVID-19;
 - e. is prevented from attending to their regular workplace due to Orders from the Public Medical Health Officer or other event that causes the closure of the workplace; or
 - f. is impacted by some other event resulting from the COVID-19 Pandemic that prevents them from attending to their workplace.

2. The Employee and the Chief Administrative Officer or designate will review the employee's Job Description and the Work from Home Agreement to determine if working from home is a viable option for the employee.
3. The key principles that would support a Work from Home arrangement are the following:
 - a. The nature of the work is such that it can be 'effectively performed from a remote location'; and,
 - b. The specific circumstances are operationally and financially feasible.
4. In addition to these key principles the basic conditions of a Work from Home arrangement are as follows:
 - a. Working from home is a useful work option in appropriate circumstances, but not every job or position will be suited to working from home. Working from home is not an employee right or a term of employment.
 - b. Working from home will not alter employees' status, benefits, responsibilities, entitlements, salary, eligibility for authorized overtime, access to advancement opportunities or access to organizational information and services.
 - c. Hours of work will be agreed to by the employee and the Chief Administrative Officer or designate. Employees will work an equivalent amount of time consistent to their regular Work Hour Duration. Employees may have some latitude to dictate their working hours throughout a day when working from home, if their position and work assignments permit.
 - d. Working prior to a regular start time or beyond a regular finish time will not attract overtime rates of pay or shift differential, unless prior arrangements have been made between the employee and the Chief Administrative Officer or designate.
 - e. Employees will keep their working status up-to-date and will have a telephone number in their home office to forward their office phone line to.
 - f. Employees will be expected to meet deadlines and be available to participate in meetings or calls throughout a workday.
 - g. Employees shall sustain their overall productivity, including quality, quantity and timeliness of work carried out while working from home.
 - h. Employees will be monitored by the Chief Administrative Officer or designate, to ensure performance objectives and goals are met.
 - i. Terms and Conditions of Employment, provisions of the Collective Agreement and the application of existing policies and legislation will continue to apply in Work from Home arrangements.
 - j. Employees who work from home must provide and maintain a dedicated, designated, safe, suitable and secure off-site workspace, at their own expense.
 - k. Work and or set-up at the designated Work from Home location must be 'cost effective' to the Village of Warfield.
 - l. Where the employee does not have the proper technology available at their Work from Home location to effectively complete their assignments, the Village may supply appropriate equipment. Any such equipment remains the property of the Village and the employee is expected to make all measures to reasonably care for the equipment and return it when requested to do so.
 - m. If internet connectivity is required for a Work from Home arrangement, the

employee must identify additional expenses related to internet connectivity, such as increasing bandwidth requirements and/or data plan limits, prior to approval of any Work from Home arrangement. The Village will consider reimbursement of such costs prior to approval of a Work from Home arrangement.

- n. Approval of each Work from Home arrangements will be on a case-by-case basis, at the sole discretion of the Chief Administrative Officer or designate and will be supported by a documented agreement (see attached).
- o. Employees who work from home are authorized to conduct Village work only through the Village IT system. Any remote connection to the Village computing environment will utilize the VPN access provided by the Village.

Discontinuation of Work from Home Arrangements

At this time work from home arrangements are being contemplated as a measure to allow employees to continue safely working during the Covid-19 pandemic. Work from home arrangements should not be considered permanent work arrangements.

- a. A work from home arrangement can be discontinued at any time, with reasonable written notice (not to be less than 24 hours), by either party.
- b. Upon discontinuation of the Work from Home agreement, the Employee will return to their regular workplace.
- c. Arrangements will be made for the return of all Work from Home related property supplied by the Employer.
- d. If the Employee changes positions, the Work from Home arrangement may not be transferable to the new position.

Health and Safety Reporting

- a. The Work from Home location will be considered an extension of the Village workplace.
- b. Employees are expected to check in with the Village Office at the beginning and end of their work day or as determined by the Chief Administrative Officer or designate (minimum of twice per work day).
- c. Employees are expected to make reasonable efforts to ensure their Work from Home location is free of hazards that may result in a workplace injury.
- d. Employees will be expected to comply with, and therefore will be subject to, and governed by Village Health and Safety procedures, applicable Workers' Compensation legislation and WorkSafeBC rules and regulations.
- e. Employees will comply with normal reporting requirements for any work- related accident or injury.

Protection of Proprietary and Other Information

- a. All Village security, privacy and confidentiality policies will continue to apply.
- b. Employees will continue to be bound by the *Freedom of Information and Protection of Privacy Act* of British Columbia and any other applicable legislation.

ATTACHMENT:

Appendix A – Work from Home Agreement

Related Policies, Bylaws or Legislation:

- *Freedom of Information and Protection of Privacy Act*, [RSBC 1996] Chapter 165
- WorkSafeBC Rules and Regulations
- CUPE 2087 and Village of Warfield Collective Agreement 2018-2021
- All Village of Warfield Policies