



# SCHOOL DISTRICT #49 (CENTRAL COAST)

## Administrative Procedures Manual

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### Administrative Procedure: **H-3 Working Remotely During a Pandemic**

Updated: January 18, 2021

These procedures are in place only for the COVID-19, 2020 pandemic on without precedent/prejudice basis. This procedure has been adopted urgently due to the pandemic and may be updated or discontinued at any time by the District.

#### **Preamble:**

- 1) Employee is to fill out work from home request form attached with this document and send it to school board office for approval. The request is considered and approved at the discretion of school district administration on case by case basis.
- 2) Upon approval of work from home request, employee is to develop work from home plan with school principal by using work from home plan form attached with this document.
- 3) When an employee is Working Remotely, they shall adhere to the following general guidelines to ensure effective collaboration:
  - Get your work done
  - Be available
  - Over communicate
- 4) Employees Working Remotely are expected to keep track of their work daily, and report to their Supervisor their work product weekly.
- 5) An employee working remotely shall be available during their regular work hours. The supervisor must determine work schedule.

#### **Work and Duties:**

Working remotely is a flexible work arrangement whereby employees have approval to carry out some or all their work duties from an alternate work location.

It is understood this is a temporary arrangement due to the extraordinary circumstances created by the COVID-19 health crisis. The duration of this arrangement will depend on the outcome of this situation, but will be guided by the direction provided by Ministry of Education officials. The normal working circumstances prior to the global pandemic will be reinstated with appropriate notice.

#### **Work Hours:**

- 1) Work hours are the employee's regular working schedule.
- 2) The service level expectation shall be as set out by the supervisor.
- 3) There shall be no overtime under the provisions of working remotely.

## **Conditions of Employment, Legislation, Policy and guidelines, Collective agreements etc.:**

The provision of all relevant workplace policies and guidelines, Terms and Conditions of Employment and/or relevant Collective Agreement provisions will continue to apply.

## **Confidentiality & Information and Asset Security:**

- 1) The employee must maintain confidentiality in all matters including phone conversations.
- 2) The employee will promptly report to their supervisor, any circumstances or incidents, which may compromise the confidentiality of any property, documents or information in connection with their employment

## **Equipment:**

- 1) Employees working from home should use their District provided laptop where possible. If this is not possible, District information should not be stored on personal devices longer than is necessary to complete the task requiring the information.

## **Supervisor/Administrator Responsibilities**

- 1) Ensure the Health and Safety of all workers under your direct supervision.
- 2) Ensure that employee's working area is safe (physical environment and psychological – no risk of violence).
- 3) Daily contacts are scheduled and recorded with the employee to ensure of their wellbeing if deemed working alone or in isolation.
- 4) Ensure that your employees know to contact you immediately in the event of an injury.
- 5) Investigations and inspections into workplace accidents/incidents will follow the District's standard process as closely as practicable.
- 6) All parties must understand that the workplace Joint H & S Committee and its members will not be required to go to individual home to complete an accident investigation in the private home of an employee.
- 7) Encourage the employee to sign at the end of this document as an acknowledgement of reading this document.

## **Injury/Illness and Emergency Situations Reporting:**

The employee must maintain a designated and dedicated workspace that meets Occupational Health & Safety standards for the home office and office ergonomics. The employee must understand the additional responsibilities of each of the following areas that are assumed when working remotely or home office:

- A) Ergonomics considerations
- B) Working alone
- C) Emergency preparedness

WorkSafe BC liability for work related accidents will continue to apply during the remote working schedule.

The School District will not be responsible for any non-work-related injury that may occur while working on a remote/home location. Compensation will be limited to the approved regular working hours only and will be limited to designated remote workspace.

The employee must follow safe work practices and to promptly report any work-related accident that occurs at the remote (home) office to their supervisor

**Work Alone:**

Employee and supervisor will pre-arrange daily contacts schedule to ensure wellbeing. The employee shall be accessible by telephone during those work hours.

**Absence Reporting:**

The employee must notify their supervisor, if they are unable to work due to illness or injury.

**Attachments:**

1. Work from home request form
2. Work from home plan



# School District #49 (Central Coast)

## Work From Home Request Form

Employee Name:

School:

Job Position:

Supervisor:

Effective Date:

Anticipated End Date:

Check one or more followings that apply to you:

Medical Condition(s)

Please provide Doctor's notes as back up

Child care and family responsibility

Concern about unsafe work on site

Lack of enough work on site

Others

Please provide details

Describe job duties, tasks, alternative work, modifications that work from home option can be arranged.

I understand this request will be considered and approved at the discretion of school district administration. Work from home request is evaluated case by case based on the above information by the school district administration.

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

School District Decision

School District Admin \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# School District #49 (Central Coast)

## Work From Home Plan

**Employee Name:**

**School:**

**Job Position:**

**Supervisor:**

**Effective Date:**

**Anticipated  
End Date:**

### Work From Home Schedule

Work From Home Schedule		
Date	Hours	Duties, Tasks Planned

**Monitoring/review:**

[Outline schedule for regular monitoring and review]

Daily informal check-ins with school principal at \_\_\_\_\_.

Follow up review meeting with \_\_\_\_\_, \_\_\_\_\_ [date, time ]

**Signatures:**

By signing this work from home plan we confirm your participation in the development of the plan, that we understand our roles in the implementation and monitoring of the plan, and agree to actively participate as outlined above.

School Principal  
Signature

\_\_\_\_\_

Date:

\_\_\_\_\_

Employee  
Signature

\_\_\_\_\_

Date:

\_\_\_\_\_