

<b>SUBJECT:</b> Remote Work	<b>POLICY NO:</b> INT-20b	<b>LAST REVIEWED:</b> August 2021
<b>APPROVED BY:</b> Executive Board	<b>MANAGED BY:</b> Executive Director	<b>NEXT REVIEW:</b>

**SUMMARY**

**Policy Statement**

BCIT Student Association is an on-campus employer that exists to serve the needs of students at BCIT. While the BCIT campuses are the primary place of work for employees, BCITSA also recognizes remote work arrangements may be mutually beneficial in certain circumstances and BCITSA may exercise its discretion, in certain circumstances, to permit remote work arrangements. However, no employee has a right to work remotely. BCITSA will not permit full-time remote work; rather, any remote work arrangements that are permitted will still require a minimum of 3 days per week be spent on campus.

On-campus support for students will be the primary driver in determining remote work requests. Some positions may be suitable for some remote work, in which case approval may be permitted on a case-by-case basis. Any remote work arrangements will be reviewed regularly for effectiveness in serving students.

All remote work arrangements that may be permitted are at the absolute discretion of the BCITSA and may be terminated or changed at anytime for any or no reason. Permission to engage in remote work in no way changes the terms and conditions of an employee’s employment with the BCITSA, including the term that any employee will work from the BCIT campus as and when directed to do so. The BCITSA has the absolute discretion to refuse remote work requests and to terminate or change permitted remote work arrangements at anytime and nothing in this policy diminishes that absolute discretion.

**Purpose of This Policy**

The purpose of this Policy is to:

- clearly define the guidelines and requirements for any remote work arrangements that may be permitted
- ensure remote work arrangements benefit employees and the organization’s mission.

### **Application of the Policy**

This Policy applies to all full-time and part-time employees.

This Policy also applies to Executives that receive the equivalent of a minimum wage as compensation for the hours they serve in their respective capacities. In respect of these cases, "Executive" shall be substituted for the term "employees" for the sole purposes of this Policy.

### **Related Documents and Legislation**

Legislation

- N/A

### **Forms Associated with This Policy**

### **Amendment History**

- Created 2021-08-30

## **DEFINITIONS**

### **Remote Work**

Remote work is a type of flexible work arrangement in which an employee is approved to work from a remote location outside of their primary workplace.

### **Primary Workplace**

A primary workplace refers to the location that is designated by the employer as the normal place of work for an employee to perform the duties as per their position.

## **DUTIES AND RESPONSIBILITIES**

### **Executive Director**

The Executive Director is responsible for the interpretation and application of this Policy.

## **POLICY**

### **1. Eligibility**

**1.1.** The following are preconditions to consideration for a remote work arrangement:

- a.** The employee must be in good standing prior to, and at all times, during any remote work arrangement. An employee in good standing has received positive performance evaluations, and they have no documented performance issues on file. Additionally, no performance issues have been brought to BCITSA's attention.

**1.2.** In evaluating whether a position is suitable for remote work, BCITSA will consider many factors including, but not limited to:

- a.** Whether the nature of the work to be performed remotely is operationally feasible.
- b.** Whether the position has tasks that are portable and can be performed from a remote location.
- c.** Whether the overall quantity and quality of work performed can be sustained at the remote locations.
- d.** If the position is a managerial one, whether an employee in the position has the tools and resources to effectively manage direct reports remotely.
- e.** Whether collaboration required by the position is easily accomplished through teleconference or other remote technologies.
- f.** Whether the employee can perform work remotely in a safe manner and in accordance with occupational health and safety requirements.
- g.** Employee must be able to work remotely within the confines of all terms and conditions of employment, which will remain in effect notwithstanding any remote work arrangement.

### **2. Expectations of Remote Work Arrangements**

**2.1.** Remote work arrangements can be occasional, temporary, or regular. While managers have the freedom to develop arrangements tailored to

employee and departmental needs, the following basic requirements must be met:

- a.** Employees requesting any type of remote work arrangement must work a minimum of 3 days per week onsite.
  - b.** Employees must be able to carry out the same duties, assignments, and other work obligations at their remote office as they do when working on BCITSA premises.
  - c.** Employees must be available to their managers, co-workers, and students during agreed-upon hours and make their availability clear. Employees will need to ensure that they can be reached through telephone (office, mobile), instant messaging (Teams), or other communication tools that are being used within the employee's department. BCITSA expects the same level of professionalism and responsiveness from its remote employees as it would from employees working at the office. The expectation is no different than from when the employee is at the office – not committing your full time and attention to the position during working hours is not acceptable.
  - d.** Employees must be available to attend scheduled meetings and participate in other required office activities at the local office as needed. Except for extraordinary circumstances, BCITSA will provide at least 24 hours' notice of such events to employees in remote work arrangements.
  - e.** Employees must arrange for childcare or dependent care during their work hours. Remote work is not designed to replace appropriate childcare or to accommodate other personal needs.
  - f.** The work location must be in a location where employees can immediately commute to their designated office as required.
- 2.2.** Should an employee request to work remotely due to illness (i.e. a cold) and should their request be approved, as per BCITSA's Internal Policy [INT 20: Scheduling and Time Off Reporting](#) Policy, they will be expected to provide a doctor's note to their Manager and Human Resources after 5 consecutive days of remote work due to illness.

**2.3.** The decision to allow employees to work remotely is at the sole and absolute discretion of BCITSA. Managers will periodically review this decision to ensure that any permitted arrangement works for the team, the organization, and the students. At any point and without any prior notice, BCITSA may terminate or change remote work permissions and may do so for any reason, including, but not limited to business or performance concerns. BCITSA may, at any time, require the employee to return to their onsite workplace.

### **3. Types of Remote Work**

#### **3.1. Occasional Remote Work**

- a.** Occasional remote work arrangements are defined as are ad-hoc requests that allow employees to work at home or at some other off-site location for all or some of their regular scheduled work hours for short periods of time (ie. Partial days or 1-2 days). Circumstances may include:
  - i.** Personal or family obligations
  - ii.** Illness in which the employee is well enough to work from home but should remain away from the office (i.e. a cold, etc.)
  - iii.** Focus days when a staff member requests time to work remotely to be able to better focus on and dedicate time to a specific project or piece of work
  - iv.** Emergencies including weather or other short-term emergencies that make it dangerous or greatly prolong the time it takes getting to work or to working onsite
- b.** BCITSA will make every effort to provide adequate notice of any change or termination to occasional remote work arrangements acknowledging that changes can result in commuting, family care, and other issues. There may be instances, however, when no notice is possible. The employee is responsible for ensuring compliance with all expectations of their work obligations.

#### **3.2. Temporary Remote Work**

- a.** Temporary remote work is defined as a set period of time (ie. 1 week, 1 month, etc.) and may be permitted on a case-by-case basis. Requests can be made for, but are not limited to, the following reasons:

- i.** Accommodation to complete short-term projects
  - ii.** Medical reasons
  - iii.** Focus days when a staff member requests time to work remotely to be able to better focus on and dedicate time to a specific project or piece of work
  - iv.** BCITSA enacting a contingency work plan for a given office
- b.** BCITSA will make every effort to provide adequate notice of any change or termination to temporary remote work arrangements acknowledging that changes can result in commuting, family care, and other issues. There may be instances, however, when no notice is possible. The employee is responsible for ensuring compliance with all expectations of their work obligations.

### **3.3. Regular Remote Work**

- a.** Regular remote work is defined as an indefinite remote work arrangement (e.g. (2 days per week, all year, etc.) Regular remote work can be requested by any employee and may be permitted on a case-by-case basis, based on eligibility requirements and the exercise of BCITSA’s discretion. Any regular remote work arrangement may be discontinued at any time at the instance of either the employee or the BCITSA.
- b.** BCITSA will make every effort to provide adequate notice of any change or termination to regular remote work arrangements acknowledging that changes can result in commuting, family care, and other issues. There may be instances, however, when no notice is possible. The employee is responsible for ensuring compliance with all expectations of their work obligations.

## **4. Information, Security and Privacy**

- 4.1.** While working remotely, employees must take precaution to safeguard personal or confidential records and information taken offsite or accessed through their remote location.
- 4.2.** While working remotely the following policies must continue to be adhered to:
  - a.** [INT-1: Intellectual Property Rights](#)

- b. [INT-6: Electronic Communication](#)
  - c. [INT-8: Computer Network and Internet Use](#)
  - d. [SL-6: Privacy Policy](#)
- 4.3.** Employees must store all work-related documents in a secure and safe spot at the end of each day.
- 4.4.** Employees must lock their computer at all times when not in use.
- 4.5.** Employees must, to the degree practicable, have an appropriate workspace that is confidential, private, and free of distractions that may interfere with their work performance.
- 4.6.** If there has been a risk to personal and/or organizational confidential records and information while working remotely, the employee must report this to their manager immediately.

## **5. Safety and Wellness**

- 5.1.** Remote employees living in BC are covered by WorkSafe BC while performing their job duties offsite. Should a remote work arrangement be permitted, employees will be responsible for providing a suitable remote workspace for themselves while working remotely.
- 5.2.** Employees must report any injuries or accidents which occur while working offsite to their manager immediately and follow the process set out in [Internal Policy Int 13: Workplace Safety](#).
- 5.3.** As per WorkSafe BC Occupational Health and Safety Regulation, section 4.21, employees working remotely must check in with their manager, supervisor or designate at regular intervals throughout the day. These intervals can be decided upon between the employee and the manager, supervisor or designate.
- 5.4.** The BCITSA may periodically request safety inspections from employees. Should a remote workspace be deemed unsafe, the remote work arrangement will be terminated immediately.
- 5.5.** The remote employee is wholly responsible for any personal injury or accidents involving any other individuals in their workspace (e.g. visitors, other home residents, etc.) or for any loss or damage to the personal

property of such other individuals, in the remote workspace. No other employee may attend at a remote worksite during work hours to perform any BCITSA work without the express written permission of BCITSA.

## **6. Equipment and Expenses**

- 6.1.** If a remote work arrangement is permitted, employees are responsible for providing their own suitable, remote workspace at their own expense. This includes, keyboards, mouse, chairs, desks (including stand-up), screens printers, and phone.
- 6.2.** All utility costs, cleaning costs, internet, phone, and other related costs are the responsibility and expense of the employee.
- 6.3.** If an employee requires equipment, this can be discussed with their immediate manager, and supply of equipment may be approved on a case-by-case basis.
- 6.4.** If an employee is required to attend work onsite for any reason on a day scheduled for remote work, the BCITSA will not be responsible for any mileage or transportation expenses.
- 6.5.** BCITSA will follow all CRA guidelines with respect to the declaration of conditions of employment for remote work.

## **PROCEDURE**

### **1. Occasional Remote Work**

- 1.1.** Employees who would like to work remotely occasionally, should submit a request, in writing, to their immediate manager. The decision as to whether to permit is at the discretion of the immediate manager with the approval of the department Director.
- 1.2.** The decision to allow a staff member to work remotely is solely at the discretion of BCITSA. Managers will periodically review this decision to ensure that the setup works for the team, the organization, and the students. BCITSA may terminate or change remote work arrangements at any time and without notice for any reason, including, but not limited to, business or performance concerns. BCITSA may, at any time, require the employee to return to their BCITSA work location.



## 2. Temporary Remote Work

- 2.1. Employees who would like to work remotely for a set number of days or hours each week, or for a specific period, should submit a request, using the remote work request form, to their immediate manager. The decision as to whether to permit is at the discretion of the immediate manager with the approval of the department Director.
- 2.2. The decision to allow a staff member to work remotely is solely at the discretion of BCITSA. Managers will periodically review this decision to ensure that the setup works for the team, the organization, and the students. BCITSA may terminate or change remote work arrangements at any time and without notice for any reason, including, but not limited to, business or performance concerns. BCITSA may, at any time, require the employee to return to their BCITSA work location.

## 3. Regular Remote Work

- 3.1. Employees who would like to work remotely on a regular, ongoing basis should submit a request, using the remote work request form, to their immediate manager. The decision as to whether to permit is at the discretion of the immediate manager with the approval of the department Director.
- 3.2. The decision to allow a staff member to work remotely is solely at the discretion of BCITSA. Managers will periodically review this decision to ensure that the setup works for the team, the organization, and the students. BCITSA may terminate or change remote work arrangements at any time and without notice for any reason, including, but not limited to, business or performance concerns. BCITSA may, at any time, require the employee to return to their BCITSA work.

## 4. Safety and Wellness

- 4.1. Employees are responsible for providing a suitable remote workspace, taking into account the following considerations to their safety and ergonomics:
  - a. Has the employee consulted the "[How to Make Your Computer Workstation Fit You](#)" resource from WorkSafe BC prior to requesting a remote work arrangement?

- b. Has the employee read [WorkSafe BC's resources on Musculoskeletal Injuries \(MSI\)](#)?
- c. Has the Remote Work Safety Checklist been completed and sent to the employee's manager prior to commencing remote work?

**5. Equipment**

- 5.1. Should an employee be allowed to use BCITSA equipment remotely, they must adhere to Internal Policy [INT-3: BCITSA Property Off-Premises](#).
- 5.2. Any BCITSA property remains the property of the BCITSA and will need to be protected and returned at the conclusion of the remote work arrangement in the same condition (reasonable wear and tear excepted) as it was when loaned to employee.