

VANCOUVER COMMUNITY COLLEGE
TEMPORARY REMOTE WORKING GUIDELINES
COVID-19

GUIDING PRINCIPLES FOR TEMPORARY REMOTE WORKING

1. These temporary remote working guidelines apply to work off-site for a temporary period of time while social distancing measures and other health and safety measures are in place due to the COVID-19 pandemic.
2. The College may authorize an employee to temporarily work remotely from home or another suitable location;
3. While some positions will be suitable for temporary remote work, not every position will be;
4. Temporary work from a remote location will be approved on a case-by-case basis.

TEMPORARY REMOTE WORKING

5. Temporary remote working is an arrangement under which an employee may work at a location other than their assigned campus, in response to this emergency (COVID-19). An employee may be specifically authorized to perform work from the employee's home or another suitable location.
6. The off-site workspace will be considered an extension of the College's workplace and therefore is subject to and governed by applicable Workers' Compensation legislation and WorkSafe B.C. Employees will be expected to comply with normal reporting requirements for any work-related accident or injury.

APPROVAL & TERMINATION OF TEMPORARY REMOTE WORKING ARRANGEMENTS

7. A supervisor may initiate the request for temporary remote working or an employee may apply for temporary remote working in writing to their designated supervisor, copying Human Resources at HRCentral@vcc.ca.
8. An employee must have their supervisor's approval and the approval of the appropriate Leadership Team member to commence a temporary remote working arrangement. Human Resources must be notified of the arrangements that have been made for each employee. Each arrangement must have a completed ***Checklist for Temporary Remote Working – COVID-19 (attached)***. A copy of the completed Checklist will be filed into the Employee's Personnel file.
9. In general, and at the College's discretion, a position is suited to temporary remote working if the position or some components of it can be done off-site without disruption to the flow of work, productivity and communication.

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10. Temporary remote working arrangements will be monitored by the College to ensure effectiveness.
11. A temporary remote working arrangement may be terminated by the College by providing one (1) day notice to the employee.

TEMPORARY REMOTE WORKING ARRANGEMENTS

12. If temporary remote working is approved, it is the employee's responsibility to ensure:
 - a. The College's rules, regulations, policies and collective agreements are adhered to;
 - b. All College related materials are treated in confidence and are maintained in a safe and secure manner;
 - c. They will not hold business visits or meetings with colleagues, students or the public at the temporary remote workplace;
 - d. They will maintain appropriate safety practices during the time worked;
 - e. They will assume primary responsibility for maintaining productivity, effective communication, and work flow among co-workers and students as necessary;
 - f. They will attend required meetings, training sessions etc. which may be virtual or in person, as requested by their supervisor;
 - g. If required, they will return to the workplace as directed;
13. The employee shall have regularly scheduled work hours agreed upon with the supervisor, including specific core hours and telephone accessibility. Communication by telephone and electronic mail with the College must be available during work hours and voice mail and email must be checked regularly. The temporary remote work schedule shall be consistent with the operational needs of the employee's department.
14. The number of days per week that an employee will temporarily work remotely may vary taking into consideration the work available and the nature of the evolving emergency (COVID-19).
15. An employee in a position where overtime may be applicable must have advance written approval from his/her supervisor to work overtime;
16. All incidental costs, such as residential utility costs, cleaning, internet, phone and so forth are the responsibility of the employee.

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WORKSPACE, EQUIPMENT & PROTECTION OF PROPRIETARY & OTHER INFORMATION

17. Employees approved to temporarily work remotely are responsible for providing a suitable and secure off-site workspace at their own expense.
18. Employees who temporarily work remotely will be responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed from the off-site location, including but not limited to electronic files. The security systems and policies established by the College will continue to apply.
19. The use of College supplied and owned computers/laptops are preferred for temporarily working remotely. This may take the form of laptops permanently assigned to an employee as their work computer or a laptop from a pool of department laptops.
20. During this emergency, there will be limited equipment that can be supplied by the College. Upon termination of the temporary remote working arrangement, the employee must return the equipment immediately upon return to work on campus. The employee is responsible for any lost or damaged College property.
21. It is also possible to use a personal computer for a temporary remote working arrangement. An employee's supervisor will assess the needs of each employee and approve either the use of a College supplied device or a personal computer. For personal computers, supervisors will consider the minimum security requirements as determined by the College's IT department which may include having anti-virus software and anti-malware software installed, regular full-computer virus scans, and restricted use of the device to the College employee in order to maintain privacy.
22. Any documents used or created are to be saved to One-Drive, Sharepoint or Department drives. Documents should not be saved to local drives or removable storage devices.
23. Employees temporarily working remotely will continue to be bound by the Freedom of Information and Protection of Privacy Act of British Columbia and any other applicable legislation.

Checklist for Temporary Remote Working COVID-19

EMPLOYEE NAME: _____ **EMPLOYEE ID #:** _____

EMPLOYEE Position: _____ **SUPERVISOR:** _____

ITEM	ACTIVITY	READ	
		Supervisor	Employee
1. Work Duties and Responsibilities and Scheduled Hours	<p>Ensure you and your employee are clear as to the employee's work duties and responsibilities while working remotely.</p> <p>Set out below:</p> <ol style="list-style-type: none"> 1. the hours and specific work days of the week you expect the employee to work during this remote working arrangement. (incl. fortnights) 2. the duties they will be performing. 3. length of temporary arrangement (start & end dates) 		
2. Remote Work Location	<p>Address (including City and Postal Code):</p> <p>Phone contact info:</p>		

Checklist for Temporary Remote Working COVID-19

ITEM	ACTIVITY	READ	
		Supervisor	Employee
3. Employee Status, Benefits and Entitlements	Employee status, benefits and leave entitlements, eligibility for authorized overtime and employee salary are not altered by this agreement and will be arranged / dealt with through existing practices / directives.		
4. Conditions and Terms of Employment	The provisions of all relevant workplace policies and guidelines, legislation, Terms and Conditions of Employment and / or relevant Collective Agreement provisions will continue to apply.		
5. Occupational Health and Safety	<p>WCB liability for work related accidents will continue to apply during the remote work schedule as defined in this agreement.</p> <p>The Employer will not be responsible for any non-work related injuries that may occur while working remotely. Compensation will be limited to approved work times only and will be limited to designated remote workspace.</p> <p>The employee must follow safe work practices and promptly report any work-related accident that occurs at the remote workspace to their supervisor and/or appropriate employer representative.</p>		
6. Incidental Costs	All incidental costs, such as, but not limited to, residential utility costs, cleaning, Internet, phone and so forth are the responsibility of the employee.		
7. Technology, Equipment, Materials and Supports	<p>Review the standards and information set out here:</p> <p>A.3.3 Freedom of Information and Protection of Privacy (FOIPPA)</p> <p>A.3.6 Standards of Employee Conduct & Conflict of Interest</p> <p>B.5.2 Appropriate and Responsible Use of Education and Information Technology</p> <p>B.5.4 Electronic Mail (Employees)</p> <p>B.5.5 Internet of Things</p> <p>Documents used or created are to be saved to One-Drive, SharePoint or Department drives. No documents should be saved to local drives or removable storage devices.</p>		

Checklist for Temporary Remote Working COVID-19

ITEM	ACTIVITY	READ	
		Supervisor	Employee
7. Technology, Equipment, Materials and Supports continued	Create a list of the equipment the employee will be using during this period of working remotely:		

By typing your name below, you are verifying that you have discussed this Checklist with your Employee, and/or your Supervisor, and that you have read and understood the information set out, completing it to the best of your knowledge.

Supervisor - Print name

Employee – Print name

Date signed

Date signed

Once completed, email copy of this document to: dsomogyi@vcc.ca

A copy of this Checklist will be placed into the Employee’s Personnel file.

Temporary Remote Working - Health & Safety - Self Assessment

To ensure the College meets its obligations under occupational health and safety regulations, employees who have requested remote work arrangements must complete a quick safety self-assessment.

EMPLOYEE NAME:

EMPLOYEE ID #:

General Health & Safety Considerations	YES	NO	N/A
Floors clear and free of hazards?			
Work area reasonably quiet and free of distractions?			
Cables/cords secured under desk/table or against wall(s) and away from heat sources?			
Temperature, ventilation, and lighting are adequate?			
First aid supplies are readily available?			
Fire Safety Considerations	YES	NO	N/A
Walkways, hallways and doorways are unobstructed?			
Working smoke detectors cover the designated work space?			
More than one exit from the work area?			
Work space free of trash, clutter, and flammable liquids?			
All radiators and/or portable heaters located away from flammable items?			
Electrical Safety Considerations	YES	NO	N/A
Computer equipment connected to a surge protector?			
Electrical system is adequate for computer equipment (breakers don't trip)?			
Electrical, cords, outlets, and panels in good condition? No exposed/damaged wiring?			
Is your working area free of tripping hazards?			
Equipment is turned off or put to sleep when not in use?			
Electrical outlets grounded with 3-pronged plugs if necessary?			
Ergonomic Safety Considerations	YES	NO	N/A
When using the keyboard, are your forearms reasonably parallel with the floor?			
Monitor 44-53 centimetres from your eyes, with top of the slightly below eye level?			
Are items (e.g. phone, notebook) in frequent use for long periods, in primary work zone?			
Does your chair have appropriate back support?			
Do your feet reach the floor, or a footrest, fully supported when seated?			
Is your computer screen free of noticeable glare?			
Do you have adequate lighting at your workstation?			

If you answered "NO" to any of the above questions, please contact Yang Wang, Occupational Health & Safety Coordinator (yawang@vcc.ca) and provide details below:

I confirm the information given in this form is true, complete and accurate to the best of my knowledge.

Employee Name:

Date:

Email completed form: dsomogyi@vcc.ca

Should you identify any safety hazards or risks or if you are injured while working remotely, you are required to contact Yang Wang, Occupational Health & Safety Coordinator (yawang@vcc.ca)

A copy of this form will be attached to your Temporary Remote Work Checklist and placed into your Personnel file