


Procedure Name:	WORKING FROM HOME	 <p>coast mountain college</p>
Approved By:	Board of Governors	
Approval Date:	Oct 13, 2023	
Next Scheduled Renewal Date:	September 2028	
Procedure Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Procedure Number:	HMR-012P	

WORKING FROM HOME

1.00 PURPOSE

- 1.1 This document establishes the procedures that complement Coast Mountain College's (CMTN) *Working from Home Policy*.

2.00 SCOPE

- 2.1 This procedure applies to CMTN Employees who need to work from home on an exceptional, limited time basis and whose job function can be done from their home with minor impact to the services provided to the College and its students.
- 2.2 Off-campus faculty preparation, marking and correspondence may occur off-campus as per Collective Agreements.
- 2.3 WorkSafe BC considers remote worksites to be an extension of the workplace and subject to the same provincial legislation, WorkSafe BC directives, and Employer policies, directives, and guidelines as if an employee were working on-site.

3.00 DEFINITIONS

- 3.1 **College Campuses:** The five CMTN campuses (Terrace, Prince Rupert, Smithers, Hazelton, and Haida Gwaii) plus premises owned and/or leased in other communities where CMTN courses are offered.
- 3.2 **Employee:** A person employed by the College, including Administrators, Contract Employees, Faculty Members, Staff Members, and Students when employed by the College (e.g., as student assistants or peer tutors).
- 3.3 **Immediate Supervisor:** A CMTN Staff Member with responsibility for overseeing direct reports (e.g., Dean, Director, Manager).
- 3.4 **Working from Home:** A flexible work arrangement whereby an Employee fulfills some or all job-related responsibilities on an approved basis away from the place of employment, at an office or location set up and maintained by the Employee, typically at the person's home. Working from home arrangements are separate from sick days and other leave days.
- 3.5 **Working from Home Agreement (WHA):** An agreement outlining the dates which an Employee is permitted to fulfill job-related responsibilities from a specified remote

location. The request, made by the Employee, is subject to the approval of the Employee's Immediate Supervisor. For the purposes of this policy, the approval is intended to permit an Employee to work from home only on an exception basis.

4.00 WORKING FROM HOME ARRANGEMENT

- 4.1 Working from home requests may be made monthly by an employee, and will be evaluated based on operational requirements.
- 4.2 The Employee must be able to connect electronically with the College and be available for discussions by phone and/or by Blue Jeans in order for a WHA to be considered.
- 4.3 While working remotely, the same standards of personal and professional conduct and presentation apply as if an employee was working on-site.
- 4.4 All online meetings will be conducted in a professional manner and in a professionally appropriate physical environment.
- 4.5 Employees working remotely are expected to work the same hours, including overtime, where applicable, they would at their regular worksite and to track hours worked in the way they would at the work site.
- 4.6 Employees are to check in and check out with their immediate supervisor at the beginning and end of each shift.
- 4.7 Supervisor approval must be obtained prior to working unscheduled overtime hours.
- 4.8 Any programs, equipment, software, and other material provided by CMTN to the Employee remain the property of CMTN.

5.00 INTELLECTUAL PROPERTY RIGHTS

- 5.1 All work produced while working from home belongs to CMTN and must not be disclosed to unauthorized parties, including family members and others who may be within earshot.

6.00 REMOTE WORKSITE SELF-ERGONOMIC ASSESSMENT

- 6.1 CMTN acknowledges the importance of ergonomically compliant workspaces.
- 6.2 CMTN does not do a formal ergonomic assessment for working from home offices. See employee health and safety (coastmountaincollege.ca) for guidelines supporting working safely in a home office.

7.00 EXPENSES AND REIMBURSEMENTS

- 7.1 Employees working from a home office are expected to cover all expenses.
- 7.2 Expenses and other reimbursements may be considered on an individual basis.

8.00 REPORTING WORKPLACE ACCIDENTS OR INJURIES

- 8.1 The College remains responsible for work-related accidents that might occur at remote worksites while performing job-related duties.
- 8.2 Employees are expected to follow safe work practices while working remotely.
- 8.3 Employees are responsible for promptly reporting to their Immediate Supervisor any work-related accident or injury that occurs.

9.00 REPORTING ABSENCES DUE TO ILLNESS

9.1 Supervisors and employees should have a shared awareness of how to report an illness-related absence within their Division or Department. This includes:

- a) who an ill employee should contact
- b) how contact should be made (e.g., phone, email, Teams)
- c) any other workgroup-specific guidelines for reporting absences due to illness.

10.00 RELATED POLICIES AND PROCEDURES

10.1 [ADM-007, Acceptable Use of Information Resources](#)

10.2 [HMR-012, Working from Home Policy](#)

11.00 OTHER SUPPORTING DOCUMENTS

11.1 [Freedom of Information and Protection of Privacy Act \[RSBC 1996\], c. 165](#)

11.2 <https://www.coastmountaincollege.ca/>

11.3 <https://www.coastmountaincollege.ca/about-cmtn/cmtn-careers/collective-agreements-labour-relations>

11.4 [Short-Term Work from Home Agreement](#)

11.5 [WorkSafeBC Occupational Health & Safety Regulation](#) (OHSR)

12.00 HISTORY

Created/Revised/Reviewed	Date	Author's Name and Role	Approved By
Created	Oct 13, 2023	B. Bonia, Director Human Resources	Board of Governors