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| Policy Name: | WORKING FROM HOME |  |
| Approved By: | Board of Governors | |
| Approval Date: | Oct 13, 2023 | |
| Next Scheduled Renewal Date: | September 2028 | |
| Policy Holder: | VP, Corporate Services | |
| Operational Lead: | Director, Human Resources | |
| Policy Number: | HMR-012 | |

WORKING FROM HOME

1.00 PURPOSE

- 1.1 Coast Mountain College (CMTN) is committed to supporting a healthy work/life balance for its Employees and to becoming the college of choice for experiential, place-based learning.
- 1.2 This policy establishes the conditions and principles under which working from home arrangements can be made.

2.00 SCOPE

- 2.1 This policy applies to CMTN Employees who need to work from home on an exception 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 This policy is designed to complement and not to conflict with or subvert the College's collective agreements or terms and conditions of employment. The applicable collective agreement provision(s) will prevail to the extent of an inconsistency.

3.00 DEFINITIONS

- 3.1 **College Campus(es):** The four CMTN campuses (Terrace, Prince Rupert, Smithers, and Hazelton) 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 or Supervisor).
- 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.

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

4.00 POLICY STATEMENT

- 4.1 In keeping with its values and commitment to Employee well-being, CMTN is supportive of providing Employees with the flexibility to work from home on an exception, limited-time basis where such arrangements are consistent with the College's mandate to provide outstanding service to our internal and external clients and high-quality education to students.
- 4.2 Working from home is only permitted when the College's mandate to provide outstanding service to students and colleagues can be met from the offsite location.
- 4.3 Working from home is voluntary, not an entitlement, and may not be suitable for all positions. It is not intended to facilitate long-distance work arrangements.
- 4.4 Regardless of location of work, Employees must comply with all College policies, practices, rules, and instructions, and must meet performance objectives and expectations.
- 4.5 The Employee must be able to connect electronically with the College and be available for discussions by phone or by Blue Jeans in order for a WHA to be considered.
- 4.6 In applying for a WHA, Employees agree to:
- a) establish and maintain an appropriate professional workspace with equipment and practices that contribute to the productive performance of their work
 - b) cover any costs associated with the setup and maintenance of their remote workspace (e.g., home Internet costs, the purchase of furniture, lighting, or technology)
 - c) have all remote workspaces and equipment meet College standards for data security, privacy, confidentiality, and ergonomic standards
 - d) abide by the WHA, which includes but may not be limited to checklists in compliance with WorkSafeBC Regulation, College Occupational Health and Safety guidelines, data security, and risk management requirements
- 4.7 WHAs must be authorized and approved in advance by the Immediate Supervisor. The WHA may be discontinued by the College or the Employee at any time, in which case the party seeking the discontinuance will make every effort to provide reasonable notice in advance to the other party.
- 4.8 Ad hoc, one time only, and/or temporary remote work arrangements may be approved in response to unique situations (e.g., during inclement weather) at the discretion of the Immediate Supervisor and do not require a WHA.
- 4.9 The WHA should not exceed two days or portions of days (e.g., mornings) in any 30-day period.

5.00 RELEVANT LINKS AND RESOURCES

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

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

6.00 RELATED POLICIES AND PROCEDURES

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

6.2 [*HMR-012P, Working from Home Procedure*](#)

7.00 OTHER SUPPORTING DOCUMENTS

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

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

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

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

7.5 [*WorkSafeBC Occupational Health & Safety Regulation \(OHSR\)*](#)

8.00 HISTORY

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