

WORK FROM HOME POLICY

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A. PURPOSE

Douglas College (the College) is committed to supporting a healthy work/life balance for Employees and recognizes that the flexibility to work remotely can increase Employee job satisfaction, engagement, productivity and retention, to the benefit of both the College and Employees. This policy affirms the College’s commitment to enabling Work from Home arrangements where appropriate, and establishes the conditions and principles under which such arrangements can be made.

B. SCOPE

This policy applies to faculty members in the Student Affairs Division and to all staff, administrators and contract Employees at the College.

This policy is designed to complement and not to conflict with or subvert the College’s collective agreements or terms and conditions of employment. If there is any inconsistency between the procedures related to this policy and a collective agreement, the applicable collective agreement provision(s) will prevail to the extent of the inconsistency.

C. DEFINITIONS

College Campus(es): All Douglas College premises, owned and/or leased, including grounds and/or facilities used in partnership with other parties.

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).

Lower Mainland: A geographic region of the mainland coast of British Columbia that comprises the regional districts of Metro Vancouver and the Fraser Valley.

Responsible Administrator (RA): An executive of the College or an administrator responsible for the operations of a College department, Faculty, service area or other unit (e.g., Dean, Director, Registrar).

Work from Home: A flexible work arrangement whereby an Employee fulfills some or all job-related responsibilities according to an established schedule away from the place of employment, at an office or location set up and maintained by the Employee at the person's home; also known as a form of remote work or telecommuting.

Work from Home Arrangement (WHA): A written agreement that outlines the terms and conditions and established schedule under which an Employee is permitted to fulfill job-related responsibilities from a specified location; the agreement is requested by the Employee and subject to the approval of the Employee's RA. For the purposes of this policy, WHAs are intended to permit an Employee to Work from Home on a part-time basis only.

D. POLICY STATEMENTS

1. Douglas College recognizes that flexible work arrangements can increase Employee job satisfaction, engagement, productivity and retention, to the benefit of both the Employee and the College.
2. In keeping with its [Values](#) and commitment to Employee well-being, the College is supportive of providing Employees with the flexibility to Work from Home on a part-time basis where such arrangements are consistent with the College's mandate to provide exceptional service and high-quality education to students.
3. Although WHAs are not entitlements and may not be suitable for all positions or in every circumstance, such arrangements are entirely voluntary and may be approved at the sole discretion of the College, subject to operational needs and the College's commitment to ensuring a workplace that is collegial, productive and equitable for all Employees.
4. WHAs are not intended to facilitate long-distance work arrangements. The College Campus(es) shall remain the primary location of work, and Employees must remain available in the Lower Mainland and at a commutable distance, to attend at a College worksite as and when required (e.g., for coverage, training or other events), including on days an Employee is scheduled to Work from Home. Whenever possible, the College will provide reasonable notice in advance of calling an Employee to Campus.

5. Regardless of location of work, Employees must comply with all College policies, practices, rules and instructions, and must meet performance objectives and expectations.
6. To facilitate and support WHAs, the College will fulfil the following responsibilities:
 - a. To provide remote connectivity to the College's shared network drives and applications;
 - b. To provide reasonable office stationery for the Employee's use at the home location;
 - c. To ensure that WHAs are facilitated in accordance with applicable laws and regulations (e.g., WorkSafe BC Regulation); and
 - d. To support Employee health and safety while working at home.
7. In applying for a WHA, Employees agree to fulfil the following responsibilities:
 - a. To establish and maintain an appropriate professional workspace with equipment and practices conducive to productive performance of their work;
 - b. To cover any costs associated with the setup and maintenance of their remote workspace, such as but not limited to home internet costs and the purchase of furniture, lighting or technology;
 - c. To ensure that all remote workspaces and equipment meet College standards for data security, privacy and confidentiality;
 - d. To abide by the WHA, which includes but may not be limited to checklists in compliance with WorkSafe BC Regulation, College Occupational Health and Safety guidelines, data security and risk management requirements; and
 - e. To manage care for dependants (e.g., childcare or eldercare) or other personal obligations in a way that enables Employees to perform their work and remain available to attend at a worksite, if necessary.
8. WHAs must be authorized and approved in advance by the RA. Subject to the express terms of the agreement, 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.
9. RAs will review WHAs regularly to ensure that agreements are accurate and up-to-date, and that they continue to meet operational needs.
10. *Ad hoc*, one time only and/or temporary remote work arrangements may be approved in response to unique situations at the discretion of the RA and do not require a WHA.
11. WHAs are distinct from requests for accommodation based on a personal characteristic protected by the BC [Human Rights Code](#), such as medical need or disability. Employees seeking such requests should consult the [Accommodation Policy for Employees](#) and contact the Human Resources department.

E. PROCEDURES

See guidelines, checklists, an SOP and an application form on DC Connect (*for internal users*):

- [CEIT Remote Work & Data Security Checklist](#)
- [Frequently Asked Questions](#)
- [Work from Home Arrangement: Agreement](#)
- [Work from Home Arrangements SOP](#)
- [Work from Home Guidelines](#)
- [Working from Home Safety Checklist](#)

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Acceptable use of Computer and Information Technology*
- *Accommodation Policy for Employees*
- *Fraud Prevention*
- *Information Security*
- *Occupational Health and Safety*
- *Privacy*
- *Timetable and Course Scheduling*

G. RELATED ACTS AND REGULATIONS

- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165
- [WorkSafe BC Occupational Health and Safety Regulation \(OHSR\)](#)

H. RELATED COLLECTIVE AGREEMENTS

- Current [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)
- Current [Collective Agreement between Douglas College and the BC General Employees' Union \(BCGEU\)](#)
- Current [Terms and Conditions of Employment for Excluded Employees](#)