



Title	Telecommuting Policy – Emergency or Extraordinary Situations
Policy Area	Operations/Human Resources
Policy Number <i>(to be assigned by Information Services)</i>	E.2.7
See also <i>(related policies)</i>	Collective Agreements and Employment Policies Use of Information Technology Resources

Effective Date of Policy:	February 5, 2011
Approval Date:	February 4, 2011
Applies to:	All Employees
Approving Body:	President
Authority:	College and Institute Act

The following are responsible for the administration of this policy,

Primary Office	Contact
Human Resources	Director, Human Resources

Policy Statement

- 1.1 In certain emergency or extraordinary situations, the College may authorize an employee to temporarily telecommute from home or another suitable location.
- 1.2 Emergency or extraordinary situations may include temporary interruption of work due to campus closure or partial closure from safety or health measures that are put into effect by the College, or from other reasons such as a public emergency, worksite closure or road closure.
- 1.3 This policy applies to those emergency or extraordinary situations that may arise and require temporary telecommuting.

Policy Details

- 2.1 An employee normally performs work at his/her assigned campus, at other premises operated by the College or at locations where he/she has been authorized to travel to conduct the College's business.
- 2.2 An employee who is employed in senior management, administration, faculty and vocational instructional positions may also perform work from his/her home at his/her discretion with the approval of his/her designated supervisor.
- 2.3 **Temporary Telecommuting:**
 - 2.3.1 Temporary telecommuting is an arrangement under which an employee may work at a location other than his/her assigned campus due an emergency or extraordinary situation that prevents the employee from working at his/her assigned campus. In such cases, the employee may be specifically authorized or required to perform work from the employee's home or another suitable location.
 - 2.3.2 Any employee who works at home or another suitable location must use reasonable caution, procedures and equipment that maintain data storage and transmission security.
 - 2.3.3 A temporary telecommuting arrangement may be terminated by the College by providing one working day's notice to the employee.

Procedures

- 3.1 A supervisor may initiate the request for temporary telecommuting or an employee may apply for temporary telecommuting in writing to his/her designated supervisor.
- 3.2 An employee must have his/her supervisor's approval and the approval of the appropriate Leadership Team member for temporary telecommuting.
- 3.3 If temporary telecommuting is approved it is the employee's responsibility to ensure that:
 - (i) The College's rules, regulations, policies and collective agreements are adhered to;
 - (ii) The employee will not hold business visits or meetings with colleagues, students or the public in his/her home;
 - (iii) The employee agrees to maintain appropriate safety practices during the time worked;
 - (iv) The employee assumes primary responsibility for maintaining effective communication and work flow among co-workers and students;
 - (v) 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 work schedule shall be consistent with the operational needs of the employee's department;
 - (vi) If conditions permit, the employee will attend job-related meetings, training sessions and conferences, as requested by his/her supervisor. In addition, the employee may be requested to attend meetings in person on short notice;

- (vii) All College materials are treated in confidence and are maintained in a safe and secure manner;
- (viii) All College equipment is kept secure and is used for College business only. Any equipment supplied by the College must be returned to the College upon termination of the temporary telecommuting arrangement. The employee is responsible for any lost or damaged College property;
- (ix) An employee in a position where overtime may be applicable must have advance written approval from his/her supervisor to work overtime;
- (x) All incidental costs, such as residential utility costs, cleaning, internet and so forth are the responsibility of the employee; and
- (xi) The telecommuting employee will not be paid mileage involved in travel between the employee's home or other suitable location and the employee's assigned campus.