## Intent

Shuswap Association for Community Living understands that some employees may benefit from the option to work from home. Working from home is not a universal privilege, and will be arranged and approved on a case by case basis by the Executive Director or designate. This policy outlines the process used and expectations for employees working from home.

## Guidelines

This policy does not alter or replace the terms of an existing employment contract or the terms of the collective agreement. Employees must comply with all company rules, policies, practices, and instructions that would apply if the employee were working at the regular company worksite. Working from home is completely voluntary; Shuswap Association for Community Living will not require an employee to work from home.

Work hours, compensation, and leave scheduling will continue to conform to applicable policies and agreements. Requests to work overtime or use leave time must be approved by the employee’s Services Manager in the same manner.

## Approval Process

Permission to work from home must be pre-approved and will be reviewed regularly by the employee’s Services Manager. If at any time the arrangement no longer meets business or productivity goals, Shuswap Association for Community Living reserves the right to revoke the agreement.

### Payroll

Employees working from home must submit accurate time sheet information on a daily basis for all time spent working offsite. No changes will be made to the method of payment or the amount. If an employee is found to have made false reports on their time sheet submissions, work from home options will be revoked.

### Expenses

The company will reimburse an employee for necessary work-related expenses accrued due to working from home. Upon submission of receipts as per the SACL ***HR-Expense Policy***, expenses will be reviewed and then processed if Shuswap Association for Community Living finds they are pre-approved and work-related.

## Performance Management

Working from home should not affect an employee’s ability to complete day-to-day functions, including communicating with colleagues, time management, providing support to Persons Supported, and so on. Employees must stay updated on department and work events. Employees must keep Services Managers informed on the progress of assignments and reach out for support if needed. If an employee’s presence is required for a meeting at the worksite, reasonable notice will be provided. Employees are required to check internal computer systems on a regular basis, including Nucleus (com-box & communication logs), agency email, and PayWorks for scheduling and time sheet submissions and changes.

## Use of Company Property

Employees must either use company-provided devices when working from home, or confirm and enable required security features on their personal devices to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality.

All completed and working copies of documents must be saved on the appropriate Shuswap Association for Community Living online system with secured access so that information is available to those who may require its use. ***No SACL documents or personal information may be downloaded to personal devices.*** Privacy and confidentiality of data and personal information must remain securely within the SACL online systems at all times.

Company-owned resources may only be used for business purposes. Employees must take reasonable steps to protect any company property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.

The employee is responsible for providing adequate and ergonomic workspace and furnishings while working from home.

## Health and Safety

Shuswap Association for Community Living is committed to ensuring that the alternate worksite is safe and ergonomic. Staff working from home are responsible to ensure their alternate working environment is safe and ergonomic in relation to SACL Policies & Procedures, and WorkSafe BC regulations. SACL may make onsite visits to the employee’s work site at a mutually agreed upon time to ensure that the designated work space is safe and free from hazards. If the workspace is unsafe and cannot be made safe, Shuswap Association for Community Living may refuse or revoke the employee’s work from home arrangement.

Employees working from home will be covered by workers’ compensation for job-related injuries that occur in the course and scope of employment while working from home. The employee remains liable for injuries to third parties that occur on the employee’s premises.

Visit Work Safe BC’s website for further information on Health & Safety Regulations and ergonomics:

**WSBC Ergonomics:**

<https://www.worksafebc.com/en/forms-resources#q=office%20ergonomics&sort=relevancy&f:topic-facet=[Health%20%26%20Safety]&f:topic-health-safety-facet=[Ergonomics]&f:language-facet=[English>]

**WSBC Health & Safety Forms & Resources:**

<https://www.worksafebc.com/en/forms-resources#sort=relevancy&f:language-facet=[English>]

## End of Agreement

At the end of a work from home agreement, employees must promptly return all company property used for working at home. An employee, current or former, may receive notices from Shuswap Association for Community Living to return company property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for the company. If an agreement is being revoked, employees will receive reasonable notice to make any arrangements necessary to return the company property to the worksite.

**Acknowledgement and Agreement**

I, acknowledge, that by reading the communication log that contains this policy, that I have read and understand the ***Working from Home Policy*** of Shuswap Association for Community Living. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.