

DIRECTIVE TITLE	Temporary Remote Working: COVID-19
DIRECTIVE NUMBER	D-1.3
APPROVAL DATE	January 7, 2021
APPROVAL BODY	College Executive Team
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	
HOLDER	Executive Director, Human Resources
RESPONSIBLE OPERATIONAL LEADER	
SUPPORTING DOCUMENTS	Temporary Remote Working Guidelines

TEMPORARY REMOTE WORKING: COVID-19

PURPOSE

The purpose of this directive is to provide employees - including Workplace Leaders (WPL) – with a common understanding of the obligations and responsibilities while working remotely in response to COVID-19.

DIRECTIVE APPLICATION, SCOPE, AND/OR LIMITS

This directive applies to all Camosun College employees.

PRINCIPLES

1. As a public sector employer, Camosun College complies with applicable laws, policies, and directives from federal, provincial, and municipal bodies related to College operations during COVID-19.
2. The provisions of Camosun College’s Collective Agreements and Terms and Conditions of Employment for Exempt Employees apply while working remotely.
3. Camosun College is responsible for ensuring the safety of its employees and the security of its information and property.

TEMPORARY REMOTE WORKING

- Temporary remote working is an arrangement by which an employee performs their regular job duties at a location other than their assigned workplace during the COVID-19 pandemic.
- The College, its WPLs and employees are expected to continue to abide by relevant legislation, collective agreement provisions and policies, directives, in the same manner as employees who are physically present at a Camosun College worksite.
- Employees working remotely will work the same hours and shift patterns as when at a Camosun College worksite, unless an alternative schedule is approved.
- WPLs will be as flexible as possible when considering employee-initiated changes to an employee's remote work schedule to accommodate specific individual circumstances (E.g. child or elder care arrangements).
- Employees will be given reasonable notice if requested to return to their on-site workplace on a full or part-time basis depending on future directions from provincial authorities and in accordance with the College's Safe Start guidelines.

REMOTE WORKSITE SAFETY, SECURITY, EQUIPMENT AND SAFETY

Worksite Safety

- Employees will advise their WPL of any safety concerns and will work with their WPL to ensure the concern is appropriately addressed.
- Employees will promptly report to their WPL any work-related accident or injury that occurs as required by Worksafe BC.
- Employees will report any illness-related absence according to the procedures established within their school, division, or program.

College-Issued Equipment, Property and Technology

- Equipment, property and technology provided by the College are for the primary purpose of carrying out the employee's work duties and are to be used as per the "Use of Computers and Other College Resources" section of the College's [Standards of Conduct Policy](#).
- All software used on College-issued devices must be legally acquired and licensed, and installed by appropriate ITS staff.
- Employees must notify their WPL as soon as possible if any College property is lost, stolen or damaged.
- College-issued equipment must be returned to the College when: an employee returns to work on a College worksite, goes on an extended leave, or when requested to do so by their WPL.

PROTECTING PRIVACY AND CONFIDENTIALITY

- As described in the [Protection of Privacy Policy](#), the College’s commitment to meeting the spirit, intent, and requirements of the British Columbia Freedom of Information and Protection of Privacy Act (the “Act”) continues to apply while employees are working remotely, including:
 - the requirement to safeguard the privacy and confidentiality of all personal and non-publicly available College information accessed online or physically within their custody while working remotely continues to apply; and
 - the safe and secure handling of all work-related information in electronic or hard-copy format that is physically removed from the College or accessed from an off-site location

RELATED POLICIES / DIRECTIVES

Policy O.3-6 [Occupational Health and Safety](#)

Policy O.5-10 [Respectful Workplace](#)

Policy O.5-11 [Standards of Conduct](#)

Policy O.6-1 [Protection of Privacy](#)

Directive D-1.2 [Absences from Campus due to COVID-19](#)

COLLECTIVE AGREEMENTS / TERMS AND CONDITIONS OF EMPLOYMENT REFERENCES

BCGEU Collective Agreement

CCFA Collective Agreement

CUPE Local 2081 Agreement

[Terms and Conditions of Employment for Exempt Employees](#)

OTHER RELATED DOCUMENTS / FORMS

- [Temporary Remote Working Guidelines](#)