

## Working Remotely

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### Background

The Chinook Arch Library Board recognizes that there are circumstances where having staff work from home may be of benefit to the employer and/or the employee. Reasons for working from home may include, but are not limited to: health and safety (such as a pandemic or other significant health-related event), an employee's personal circumstances, or other reasons. This policy is applied at the discretion of the CEO or designate according to job requirements and other appropriate considerations.

### Policy

Chinook Arch may permit employees to work from home when it is practical or necessary to do so.

This policy does not change or replace the existing terms of an existing employment agreement. Remote employees must comply with all relevant Chinook Arch policies, practices and instructions. Working from home is voluntary unless stipulated by the employer.

Work hours, compensation, annual vacation, and employee leaves will follow applicable policies and agreements. The employer reserves the right to end an employee's work from home arrangement at any time.

All staff working from home must sign the Chinook Arch Working Remotely Agreement.

### Responsibilities

1. The Employee is responsible for:
  - a. Costs associated with working from home, e.g. network connection
  - b. Maintaining a home work environment that is ergonomic and free of hazards
  - c. Maintaining open and regular communication with supervisor and team members
  - d. Performing their duties to a high standard
  - e. Performing their duties in a safe and responsible manner
2. The Employer is responsible for:
  - a. Approving or denying request in consultation with the manager
  - b. At the discretion of the CEO or designate, providing a computer and other devices as necessary to adequately perform tasks from home (including the accommodation of special needs, within reason)

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- c. Providing remote access where necessary to desktops and other devices as required
- d. Maintaining open and regular communication with employee and team members
- e. Working with staff to ensure that occupational health and safety practices are observed in the home environment

<b>Approved:</b>	<b>7 December 2023</b>
<b>Last Revised:</b>	<b>7 December 2023</b>