



### WORKING FROM HOME

Department	Administration	Policy No.	0340-008
Section	Human Resources	Date Approved by Board	April 9, 2020
Repeals		Board Resolution #	RD/20/04/10 & RD/20/04/11

Amended	February 23, 2023	Board Resolution #	RD/23/02/19
Amended		Board Resolution #	
Amended		Board Resolution #	

Repealed		Board Resolution #	
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#### 1. Purpose

1.1 The purpose of the Working from Home Policy is to establish clear guidelines for flexible working arrangements in situations deemed appropriate for staff to work from home.

#### 2. Scope

2.1 This Statement of Policy applies to all staff of the Peace River Regional District (PRRD) who are working from home. Not every position can be performed from a staff’s home.

#### 3. Definitions

- 3.1 *Physical PRRD Files:* any physical record or file that is the property of PRRD.
- 3.2 *Telework Agreement Form:* a working from home form required to be completed by all PRRD staff who are approved to work from home.
- 3.3 *Working from Home:* staff conducting their job from home.

#### 4. Policy

- 4.1 PRRD staff who can fulfill their job duties remotely may have the option of [working from home](#).
- 4.2 All PRRD staff who are approved to work from home are required to read and sign the [Telework Agreement form](#) then submit it to their manager for approval, who will then submit the completed document to hrprrd@prrd.bc.ca.
- 4.3 The [Telework Agreement form](#) outlines Occupational Safety and Health expectations. All staff must act in accordance with the Ergonomic Considerations, Working Alone Call-In Procedures, and Emergency Preparedness.



- 4.4 Staff must complete the [Working from Home](#) Checklist prior to leaving their office workspace.
- 4.5 Staff can utilize required IT equipment but it remains the property of the PRRD, and must be returned to the office upon departure from the organization or the resumption of a full time in-office schedule.
- 4.6 At home workspaces need to be in safe working condition in order to perform job duties, as defined by the Government of British Columbia.
- 4.7 Staff must check in with their designated manager on a regularly scheduled basis.
- 4.8 All staff must be available by email and phone for their regular hours of work, unless other arrangements have been made with their designated manager.
- 4.9 Staff are responsible for ensuring a productive working environment and for tracking their activities and deliverables.
- 4.10 Staff are expected to follow the same process for appointments and sick leave by submitting leave requests and taking sick leave when working from home.
- 4.11 Staff may be expected to videoconference or teleconference for meetings or check-ins.
- 4.12 Work-related incidents and injuries must be reported to designated managers the same day as occurrence.
- 4.13 If staff wish to return to their regular worksite, a request must be made to their designated manager.
- 4.14 An employee may be directed to return to the office by their supervisor at any time.
- 4.15 PRRD staff must not take [physical PRRD files](#) home. If physical files are needed, staff may need to come into the PRRD office to use the files.

Affiliated Policy	COVID 19 Response Plan
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