

Section:	Human Resources	
Title:	Employee Working from Home	5.9.1a

Purpose

To outline procedures that enable an employee to carry out some or all work duties from an office or other workspace in their home.

Guidelines

Mission Public Schools will consider and permit employees to work from an office or other space in the employee's home that is set up for computer and office work (*Home Office*), as a viable work option that benefits both the organization and the employee.

General Procedures

Employees working from home will be supported based by the operational needs of Mission Public School District (MPSD), the availability of equipment, and/or MPSD software or material, and specific individual circumstances. Employees working from home may involve employees working full-time, part-time or a percentage of time from a location other than their normal worksite.

1. The role, work duties, responsibilities/accountabilities and expectations of the employee that is working from home will be consistent with the expectations of the employee working in the office or school. Exceptions to this may be granted by the employee's immediate supervisor on a case-by-case basis.
2. The hours of work of the employee working from home continue to apply, and the employee must continue to be accessible for work-related purposes during their normal work hours. The employee working from home will take rest and meal breaks while working from home in accordance with applicable policies or collective agreement provisions.
3. Procedures regarding time away from work for medical appointments and leaves (e.g., sick, vacation, etc.) continue to apply. Time schedules must continue to be updated as applicable and approved by the employee's manager/supervisor as required.
4. Employee's working from home must:
 - a. Have a functioning internet connection;
 - b. A computer, laptop or device on which they can perform their work;
 - c. An ergonomically appropriate *Home Office*/desk that is suitable for computer / desk work.

If the employee requires assistance with respect to equipment and/or technology requirements, they must contact their manager/supervisor.

5. Employees working from home may use supplies , such as paper, stationery, etc. from their regular office work location, advising their manager, secretary, or administrative assistant when taking the supplies. Supplies taken for use in the *Home Office* are to be used exclusively for MPSD work. Unused supplies are to be returned to MPSD at the conclusion of work from home.
6. Large printing task are to be submitted to printers at regular worksite. MPSD will only supply toner for at home printers in exceptional circumstances.
7. Employees working from home are responsible for securing and protecting the property, documents, and information belonging to MPSD. Employees must take extra precautions to protect personal information of other employees or students from inadvertent disclosure while working from home. The employee will promptly report to their supervisor, any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with their remote work.

8. Compensation for overtime for work beyond the employee's regular hours of employment for employees working from home will only be considered for overtime required in extenuating circumstances, and only with the prior written approval of the Superintendent, Secretary Treasurer, or Director of Human Resources.
9. Employees working from home must, as much as possible, ensure that dependent care arrangements are in place and/or that personal responsibilities are managed in a way that allows them to successfully meet their employment responsibilities.
10. No in-person work-related meetings are to be held in the employee's home. Work-related meetings are to be conducted at their regular work site, or via electronic means.
11. MPSD reserves the right to terminate the working from home arrangement at any time.
12. Questions regarding this procedure are to be directed to the Human Resources Department.
13. Schedules A, B, C, and D to this procedure, are integral to the procedure.

Safety Procedures

All work from home must comply with any legislative requirements including Occupational Health and Safety Regulation. Responsibilities of the employer, the employee and the supervisor are outlined in Appendix A.

1. The employee working from home must follow the school district policies and procedures regarding Occupational Health and Safety.
2. Employees who are working from home must complete Schedule A and B, providing their home address, city, home contact information, and emergency contact information, and obtain the employer contact information from their supervisor or manager to check in. The information collected on the form is collected in accordance with the *Freedom of Information and Protection of Privacy Act* and will be only used to ensure the employee is safe if they fail to check in at the prescribed time.
3. All employees working from home must follow the check in procedures outlined in Schedule C.
4. An employee working from home must post their supervisors contact information for other people in the remote work location/home to contact the supervisor in an emergency.
5. The employee working from home is to review the worksite checklist (Schedule D) to ensure they have a safe work environment, providing a copy of the checklist, and a photo of the office setup to their supervisor. Any concerns the employee has regarding their work environment, including ergonomics (see Appendix B), are to be reviewed with their supervisor or the Manager of Health, Safety and Wellness. An on-site safety and suitability visit, arranged in advance by the employer, may be performed to ensure the remote location meets basic safety requirements as defined by WorkSafe BC.
6. The employee working from home must report any work-related accident or injury that occurs while working from home to their supervisor as soon as possible and complete an injury report form (provided by your supervisor/manager). MPSD will not be responsible for any non-work-related injuries that may occur at the home, or for accidents, illness or injuries to third parties and/or members of the employee's family on the employee's premises.

Date adopted: January 2021 (formerly AP #412)

Date Amended:

Cross Reference:

Other Forms

1. [Employee Working from Home – Single Day Authorization](#)

Schedule A

**Employee Working from Home
Authorization**

Employee Name: _____

Employee Position: _____

Employee Regular Work Site: _____

Employee Home Address: _____

Employee Regular Hours of Work: _____

Supervisor: _____

Approved Schedule for Working from home:

Additional days / times to the following schedule for working from home, must be preapproved by the Supervisor

Employee Acknowledgement:

I have reviewed the Employee working from home procedure with my supervisor, and I have read and understand the requirements, including the Check in Procedure and the Safety Checklist. I acknowledge and understand that:

- a. Working from home must be approved annually by my supervisor;
- b. Emergency contact information must be provided as per Schedule B;
- c. Daily check-ins must be completed as per Schedule C;
- d. I must maintain a safe *Home Office* work environment, providing the safety checklist in Schedule D to my supervisor, and also discussing safety concerns with my supervisor, and rectifying the concerns prior to working from home; and
- e. I must maintain and protect the confidential and/or personal information of students, employees, and the District in accordance with the Freedom of Information and Protection of Privacy Act, reporting any privacy breaches to my supervisor, or the Secretary Treasurer, as soon as reasonably possible.

Employee Signature

Date

Approval of Working from Home Arrangement:

Supervisor Signature

Date

Effective Period: _____ to _____

A new approval is required at the start of every year. The effective period expires in June at the end of the school year. The approval for working from home is to be completed annually. Twelve-month employees complete the form June to June. Ten-month employees complete the form at the start of the school year.

Schedule B Employee Working from Home Emergency Contact Information

Employee First & Last Name (Print): _____

Employee Home Address: _____

Location of *Home Office* in the home: _____

Employee Home Phone: _____

First Emergency Contact Name: _____

Emergency Contact Phone: _____

Second Emergency Contact Name: _____

Emergency Contact Phone: _____

Schedule – working from home

Additional days / times to the following schedule for working from home, must be preapproved by the Supervisor

Employer Contact Information

Each site is to appoint a designated person(s) to manage the check in process for specific employees of that site that are working from home.

Person to be contacted for the check in process:

Name: _____

Email: _____

Phone: _____

Note: The check in process may be simplified by using an Office365 Form or other electronic means, such as email, application, text messaging, or phone call. The employer prefers an electronic check in, such as email, form, or app.

The information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act* and will be only used to ensure the remote worker is safe if they fail to check in at the prescribed time.

A copy of this form is to be provided to the employee.

The original form is to be kept in a secure location by the person doing the check in process for the employer.

Schedule C Employee Working from Home Check in Procedure

All employees working from home are to check in by email, through an Office 365 form, phone call, or other means as directed by their supervisor / manager. The check is to be provided to the employer contact as provided on the Working from Home Contact Form.

A. Check In - Start of Shift

All employees are required to check in at the start of each day.

B. Check In – Leaving Home / Returning Home

All employees leaving their home for personal or business purposes during the day are to check in when they leave and when they return

C. Check out - 30 Minutes before the End of Shift

All employees working from home are required to check out 30 minutes before the end of each day. An employee who does not complete the check out will be contacted by their site to ensure they are safe.

D. Communications:

The check in must confirm: CHECK IN - Name, time, conditions, confirmed.

If email is used for check in purposes, the communication can be simplified to put the details in the email subject line, so the email does not need to be opened (email is date and time stamped too):

Examples:

1. CHECK IN - Kirsten Yaffe, 8 am, start of shift - working alone, confirmed
2. CHECK IN - Kirsten Yaffe, 12:45 leaving remote work location – lunch meeting, Riverside park, Abbotsford, confirmed
3. CHECK IN - Kirsten Yaffe, 2 pm returned to *Home Office*, confirmed
4. CHECK IN - Kirsten Yaffe, 3:30 pm, end of day check out, confirmed

Schedule D - Employee Working from Home - Safety Checklist

Directions:

1. Please review this document before beginning any remote work in your home area.
 2. Contact your supervisor/manager/HR or OHS (OHS@mpsd.ca) with questions/concerns
- Review items in the table and enter one of the following in the 'OUTCOME' column.**
Y: item reviewed, no issue **or**
N: item reviewed and potential issue - make notes, discuss with supervisor and correct situation

ITEM – DIRECTION OF SAFE WORK	OUTCOME	ACTION
Discussed with Supervisor check-in procedures		
Discussed with Supervisor the need for safe work procedure for <i>Home Office</i>		
Discussed with Supervisor the need for a process to summon assistance if required		
Discussed with Supervisor the need to report to the supervisor any work-related injury, accident, or incident - on the same day as the event		
Discussed with Supervisor the need to seek immediate medical attention for any work-related injuries		
Discussed with Supervisor the need to notify supervisor if there is any risk of violence present in the home		
ITEM – ERGONOMIC HAZARDS	OUTCOME	ACTION
Work area Inspected - prevention of physical strain on employee – resolved potential hazards (i.e. desk and chair, lighting, low noise)		
Work area allows for an efficient work environment (e.g. place for documents, etc.)		
Reviewed Ergonomic documentation (Appendix B)		
Reviewed Proper posture – sitting / standing (refer to sit-stand safety tip)		
Attach photo of home office / workstation set up		
ITEM – ELECTRICAL HAZARDS	OUTCOME	ACTION
No electrical hazards identified in workspace (i.e. everything is properly plugged in, using surge protector power bars)		
All Electrical outlets in the work area are in good condition (i.e. no loose panels)		
All Electrical cords in the work area are safe for use (no damage, no modification, proper length)		
Power bars and extension cords are used properly (not placed to create trip hazard)		
Checked for compatibility of cords and plugs for devices		
ITEM – GENERAL HAZARDS	OUTCOME	ACTION
No tripping hazards around the work area		
No hazards that may fall or tip over onto the work area – items secured.		
No hazards /distractions present in the work area (i.e. pets, children, stairs)		
ITEM – FIRST AID / EMERGENCY PROCEDURES	OUTCOME	ACTION
Employee has a means to summon assistance when working alone (Note: First aid attendant is not required in a workplace of one)		
Employee contacts are posted, and programmed into employee's phone (method for getting in touch with Supervisor/Administrator)		
Two (2) safe places to go to in the event of an emergency are identified. i.e. Neighbour or Family - Locations:		
Supervisor was provided with emergency phone numbers		
ITEM – SECURITY / CONFIDENTIALITY	OUTCOME	ACTION
Equipment and documents in the work area are secured (locked cabinets)		
Employee understands to lock computer when not in use to protect private information		
Employee understands to keep Information on screen and work-related documents away from others at home to protect private information from disclosure		
The end of shift shut down procedure includes secure/put away paperwork, log off server, etc – to protect private information from disclosure		
ITEM – OTHER HOME AREA HAZARDS	OUTCOME	ACTION

Appendix A – OHS Regulations, Rights Roles & Responsibilities

Responsibilities for workplace health and safety (*WorkSafeBC OHS Regulations*)

Everyone has a role to play in workplace safety. The following table shows the various role and responsibilities of all who are involved. (Worker and Supervisor are excerpted for this Remote Work Procedure)

Employer

As per Section 115 of the WCA (in part), every employer must ensure the health and safety of all workers working for that employer and any other workers present at a workplace at which that employer's work is being carried out. The employer must remedy any workplace conditions that are hazardous to the health or safety of the employer's workers and ensure the employer's workers are made aware of all known or reasonably foreseeable health or safety hazards to which they are likely to be exposed by their work.

Worker

On a worksite, everyone has varying levels of responsibility for workplace health and safety. You should know and understand your responsibilities — and those of others. If you're a worker, you also have three key rights.

Your rights

- The right to know about hazards in the workplace.
- The right to participate in health and safety activities in the workplace.
- The right to refuse unsafe work. *

*By law, employers are prohibited from penalizing workers for raising a health and safety issue. Learn more about the action's workers can take if they feel this has occurred.

Your responsibilities

As a worker, you play an important role in making sure you — and your fellow workers — stay healthy and safe on the job. As a worker, you must:

- Be alert to hazards. Report them immediately to your supervisor or employer.
- Follow safe work procedures and act safely in the workplace at all times.
- Use the protective clothing, devices, and equipment provided. Be sure to wear them properly.
- Co-operate with joint occupational health and safety committees, worker health and safety representatives, WorkSafe BC prevention officers, and anybody with health and safety duties.
- Get treatment quickly should an injury happen on the job and tell the health care provider that the injury is work-related.
- Follow the treatment advice of health care providers.
- Return to work safely after an injury by modifying your duties and not immediately starting with your full, regular responsibilities.
- Never work under the influence of alcohol, drugs or any other substance, or if you're overly tired.

Supervisors

Supervisors play a key role with very specific health and safety responsibilities that need to be understood.

A supervisor is a person who instructs, directs, and controls workers in the performance of their duties. A supervisor can be any worker — management or staff — who meets this definition, whether or not he or she has the supervisor title. If someone in the workplace has a supervisor's responsibilities, that person is responsible for worker health and safety.

Your responsibilities

- Ensure the health and safety of all workers under your direct supervision.
- Know the WorkSafe BC requirements that apply to the work under your supervision and make sure those requirements are met.
- Ensure workers under your supervision are aware of all known hazards.
- Ensure workers under your supervision have the appropriate personal protective equipment, which is being used properly, regularly inspected, and maintained.

Appendix B – Ergonomic Considerations for Home Workspace

Seating arrangement: Optimal position is shown to the right.

If your chair is too low for you to sit square at the table:

- Use a cushion on the chair to raise yourself up to the table level
- When doing so, your feet may no longer touch the floor, if this is the case, then place a small box under your feet to support them.

If the chair is too deep

- For additional support place a cushion behind your back



Do not work from a seated position on a couch or a bed

Work positions

Alternate if possible, between a seated and standing position (work at a table/desk and from counter height). Always work on a solid surface.

Working on a counter

- Maintaining elbows at near 90 degrees is optimal. Depending on your height:
 - o Have forearms rest on the counter-top
 - o Use a box to raise your laptop to allow for ease of typing

If you have access to a keyboard and mouse and working with a laptop:

- It is recommended that you maintain the positions listed above.
- Place laptop on a box or stack of books to raise the monitor portion to eye level and prevent looking down.

TIP: Stand up at least once every hour and perform light stretches as shown below.

Stretching Exercises

Remember: Fatigue, discomfort or stiffness are your cues to move.

10–20 seconds, two times 8–10 seconds, each side 15–20 seconds 3–5 seconds, three times 10–12 seconds, each arm 10 seconds 10 seconds 8–10 seconds, each side 10–15 seconds, two times Shake out hands, 8–10 seconds

Do these stretches throughout the day. Be sure to get up and walk around frequently. You will feel better.