

Policy Number:	<b>8022</b>
Policy Title:	<b>Remote Work Policy</b>
Approved by:	<b>President</b>
Approval date:	<b>March 10, 2022</b>
Effective date:	<b>March 10, 2022</b>
Review date:	-
Next review date:	<b>March 10, 2023</b>

### Policy Statement

University Canada West (“UCW”) is committed to providing, where possible, a flexible work environment that allows UCW faculty and staff to fulfill their job responsibilities at a remote location that is not operated by UCW. Remote work may be appropriate for some employees and jobs but not for others. Access to remote work is entirely voluntary, not an entitlement and will be arranged on a case by case basis.

### Purpose

The purpose of this Policy is to establish remote work guidelines in which some, or all work is performed at a remote site for all or part of an employee’s workweek while still fulfilling all requirements of the position. This Policy outlines the parameters for employees working remotely.

### Scope

This Policy applies to regular or fixed-term, full-time or part-time staff members or continuing full-time or part-time or sessional part-time faculty members.

### Definitions

These definitions apply to terms as they are used in this policy:

<b>Word/Expression</b>	<b>Definition</b>
<b>Remote Work</b>	Means for an employee to engage in recurring, scheduled work performed from a remote location that is not an employee’s regular worksite.
<b>Remote Work Agreement</b>	Means an agreement between the employee and the University establishing duties, responsibilities, obligations and conditions for remote working, which is required before remote work can commence. This Agreement is not a contract of employment and may not be construed as such.
<b>Regular Worksite</b>	Means the University’s campuses or facilities where an employee would regularly work.

<b>Employee</b>	Means an employee of the University employed as a regular or fixed-term full-time or part-time staff members or continuing full-time or part-time or part-time sessional faculty members.
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**Related legislation**

- Employment *Standards Act*, R.S.B.C. 1996, c. 113
- *Workers Compensation Act*, R.S.B.C. 2019, c. 1
- *Occupational Health and Safety Regulation*, B.C. Reg. 296/97
- *Personal Information Protection Act*, S.B.C., c. 63
- British Columbia Human Rights Code, R.S.B.C., c. 210

**Related policies**

Policy Number	Policy Title
8004	Travel and Entertainment Expense Management
8005	Occupational Health and Safety
6751	Information Privacy and Security
8008	Acceptable Use of IT Resources
	Employee Handbook

**Associated procedure**

Procedure Number	Procedure Title
8004p	Travel and Entertainment Expense Management
8005p	Occupational Health and Safety
6751p	Information Privacy and Security
8008p	Acceptable Use of IT Resources
	Employee Handbook

**Responsibility**

The Executive Director, People and Culture (HR) has responsibility for the decision related to this Policy