

REMOTE WORK PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Human Resources
Parent Policy:	Attendance Management Policy
Approval Date:	March 12, 2020
Effective Date:	March 12, 2020
Procedure Owner:	Vice President, People
Procedure Administrator:	Senior Manager, Talent

Overview:

NorQuest College (college) is committed to being flexible in its operations. This includes providing alternative work arrangements, when feasible, to its employees. Alternative work arrangements, including work from home, allow employees to work all or part of their time at a non-NorQuest campus. The remote work arrangements is intended to respond to employee needs for flexibility and to meet the changing needs of the college.

Providing alternative work arrangements benefits both the college and its employees and can enhance work performance, manage personal life responsibilities, and increase engagement. It is important to note that not all types of work are suitable for remote work arrangements.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

The college supports remote work arrangements for an employee where both the supervisor and the employee agree to it, subject to operational requirements and provisions outlined in these procedures.

The college and/or employee may terminate a remote working arrangement with appropriate notice.

Remote work arrangements should include:

- a dedicated space available to work
- internet access
- a productive work environment (ensuring regular dependent care is in place to allow for work in a distraction free environment and consider if and how the presence of a pet, child, spouse, or other adult in the home during working hours might affect productivity)
- a safe work environment
- sufficient, convenient electrical outlets
- cell phone or telephone conveniently located
- suitable temperature and humidity conditions
- ergonomic office furniture and storage space
- appropriate security for college property

General Conditions

The employee must ensure all security guidelines, policies, and procedures are followed.

Employees are responsible for the costs of home internet service, and the purchase of modems and/or routers required for internet connectivity. In accordance with CRA guidelines T2200s will not be issues to employees who elect to work remotely.

Information Management Protection

Employees on remote work assignments must adhere to all college policies including the Code of Conduct Policy, Protection of Privacy Procedure and the Protecting College Information When Working Off Campus Procedure.

Employees may use their college provided device or their own personal computer at home. NorQuest issued devices may connect to the college through the approved Virtual Private Network (VPN). Personal home computers may connect to the college through Terminal Services sessions on the college portal. The college does not provide technical support for personally owned devices.

At no time will employees store college information on their personal computer. Approved college repositories (OneDrive, MStTeams, shared drives, etc.) will be used to store the college's information when working remotely.

Workers Compensation

The Canada Labour Code defines the work place as any place where an employee is engaged in work for the employer, which can include the home. The employee is responsible for ensuring a safe work environment. Employees injured in the course of their duties at a home location must report any accident or injury to their supervisor immediately.

During work hours and while performing work functions employee's will be covered under worker's compensation when working remotely if the injury is determined to be work related by WCB.

Safety

The employee shall designate a workspace while working remotely. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

The employee shall create a check-in schedule with their supervisor or co-worker. Check-in shall be by phone, text or email at regular intervals as agreed upon between the college and the employee.

Liability

The employee's home workspace will be considered an extension of the college's workspace. Therefore, the college will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

The college is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

The college assumes no liability for non job-related injuries occurring in the employee's home outside the agreed-upon work hours.

Definitions:	<p>Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.</p> <p>Remote Work: where an employee is working all or part of their time at a location other than a NorQuest College campus.</p> <p>Supervisor: Means an employee whose job function requires him/her to organize, direct and control the work of others. Supervisors can include team leads, chairs, associate chairs, managers, deans, directors, Members of Executive, or the President and CEO.</p>
Related NorQuest College Information:	<ul style="list-style-type: none"> • Access to Information Procedure • Attendance Management Policy • Attendance Management Roles and Responsibilities Procedure • Code of Conduct Policy • Digital Security Policy • Health and Safety Policy • Managing College Information When Working Remotely Procedure • Protection of Privacy Procedure
Related External Information:	<ul style="list-style-type: none"> • Freedom of Information and Protection of Privacy Act • Labour Code of Canada • OHS Bulletin - Working From Home During a Pandemic
Next Review Date:	May 2024
Revision History:	<p>June 2015: new (replaces Standard Practice 4.19 Home Base Work Agreement)</p> <p>August 2019: Compliance Office template & reorganization update</p> <p>March 2020: revised, previously Work From Home Procedure</p> <p>April 2020: added link to the OHS Bulletin</p>