

POLICY

**BOWEN ISLAND
Municipality**

Policy Drafted: March 18, 2020
Policy Adopted: March 23, 2020

Policy #20-02

Remote Work Policy

PURPOSE

The purpose of the remote work policy is to provide information about the employment practices and conditions at Bowen Island Municipality (BIM) during extenuating circumstance, such as a pandemic. It is designed to help understand the expectations and obligations of employees and BIM. This policy may be amended at any time. For many staff, working remotely may not be operationally feasible as certain roles and responsibilities require staff to be on site. The approval to work remotely is at the sole discretion of BIM.

POLICY

Bowen Island Municipality (BIM) operational requirements will need to be met in determining if, when, and how an employee works remotely. Working remotely is defined as engaging in recurring scheduled work performed from a remote location other than an employee's regular worksite. Remote work arrangements must be authorized and approved in advance by BIM. Any remote work arrangement is established on the understanding that it is done on a temporary basis necessitated by a crisis situation, such as a pandemic, and Individual arrangements may be modified with no notice based on operational requirements. The Policy is without precedent or prejudice to any other policies, provisions, or practices. This Policy will continue to be subject to operational needs and direction of BIM.

Employees will remain under the direction of their Manager at all times. Employees are required to perform their duties in a manner consistent with all BIM policies, guidelines, and applicable collective agreements.

APPLICATION

Employees shall receive advanced direction and/or approval from their Manager for any Remote Work Arrangement (RWA). Important topics of discussion may include dependent care arrangements and the work hours and days of the RWA.

HOURS

The regular daily and weekly hours of the position shall remain unchanged as a result of the RWA unless otherwise specified or varied. Scheduling and recording of time off as well as all leave approvals, will be subject to the same terms and conditions as are currently in place. Overtime hours must be approved prior to commencement of the overtime work. Any changes to hours of work must

be pre-authorized by the employee's Manager prior to implementing the changeover immediately and an alternate schedule may be granted.

CHALLENGES ARISING DURING REMOTE WORK

Employees will immediately communicate with their Manager should they experience technological difficulties preventing them from performing their duties so that alternate duties or arrangements can be made. Should unforeseen problems prevent an employee from working at the remote location, they may be requested to attend to work at their regular worksite as immediately as possible.

Equipment and electronic network requirements for any RWA shall be decided upon on a case by case basis and an agreement reached between the Manager and the employee prior to undertaking a RWA.

- where BIM provides the equipment, BIM will assume the responsibility for normal maintenance and repair;
- if, the employee requests RWA using his/her own equipment, then he/she is responsible for the maintenance and repair unless otherwise agreed to by BIM.

Employees who participate in RWA are responsible for:

- the costs of maintaining the remote workplace (such as insurance, heat, and hydro);
- ensuring that RWA is in accordance with the municipal zoning regulations and in accordance with the employee's residential lease, if applicable;
- adequately equipping the remote workplace from a safety and health point of view;
- respecting the terms and conditions of employment, relevant collective agreements, legislation, and departmental policies, at the remote workplace; and
- using supplies, equipment and electronic networks belonging to BIM only for the purposes of carrying out the employer's work unless otherwise authorized by Managers.

SECURITY AND CONFIDENTIALITY

Employees are responsible for ensuring that all information related to BIM and the RWA shall be kept in a manner that is safe, secure, and confidential. Employees must seek approval from their Manager prior to removing any physical files from BIM worksites.

Ensure data privacy and security when transitioning to a RWA. Implement the RWA consistent with BIM's policies to ensure the access, transmission, and storage of confidential information is secure. The following data security protocols are reminders:

- Access only permitted through remote connection as set up by Sea to Sky.
- Use secure laptops.
- Communicate critical reminders, such as elements of confidential information that warrant protection.
- Use the minimum necessary rule – basically, only use confidential and personal information as needed to complete the assigned tasks.

- Be aware of phishing attacks, which are a particular concern now as threat actors are using the coronavirus as part of their attacks.
- Report a data incident to Sea to Sky and copy in the Corporate Officer
- Only save data on BIM network and not personal devices.
- Do not permit others access to BIM's systems.
- Set devices to lock automatically for periods of non-use.
- Avoid printing sensitive materials unless the reason to do so outweighs the risk.
- Staff should not send sensitive data to personal email or cloud accounts.

Policy adopted by Council at its regular Council Meeting held March 23, 2020

(ORIGINAL SIGNED)

Gary Ander
Mayor

(ORIGINAL SIGNED)

Hope Dallas-Kerr
Corporate Officer