

## Guidelines for Temporary Remote Work Arrangements - COVID-19

### Introduction and General Principles

A temporary remote work arrangement is the ability to work off-site for a temporary period of time while social distancing measures are in place due to the COVID-19 pandemic. Selkirk College expects employees to follow the guidelines listed below to ensure a successful temporary remote work arrangement. The following are the fundamental elements of these guidelines:

- These guidelines apply to all employees in a temporary remote work arrangement.
- While some jobs and positions will be suitable for a temporary remote work arrangement, not every job or position will be.
- Except as expressly agreed between the Department and the employee, this arrangement does not change the terms and conditions of employment for the employee. All existing terms and conditions of employment as set out in the appropriate Collective Agreement, or Administrative Staff Employment and Benefit Program will continue to apply. It is the employee's responsibility to ensure that college rules, regulations, policies and collective agreements are adhered to.

### Termination of Temporary Remote Work Arrangements

The COVID-19 response is a rapidly changing situation. Currently, we expect remote working arrangements to continue for the immediate future until further directions are issued by public health officials. However, a temporary remote working arrangement may be terminated by the institution by providing one (1) days' notice to the employee.

### Temporary Remote Working and Workspace Arrangements

Employees temporarily working remotely shall maintain regularly scheduled work hours agreed upon with their supervisor, and must maintain email and telephone accessibility consistent with the operational needs of the employee's department. Temporary remote working arrangements will be monitored by supervisors and the College to ensure effectiveness.

All incidental costs, such as, but not limited to, residential utility costs, cleaning, internet, and so forth are the responsibility of the employee.

Employees will not hold in-person business visits or meetings with colleagues, students, or the public at the temporary remote workplace.

Employees are responsible for maintaining a suitable and secure off-site workspace at their own expense. Employees are advised to follow College guidance on setting up an ergonomic workstation: <https://my.selkirk.ca/staff/dept/safety/ergonomics/setupyourworkstation/>.

The off-site workspace will be considered an extension of the College's workplace and therefore will be subject to and governed by applicable Workers' Compensation legislation and WorkSafe BC. Employees will be expected to comply with normal reporting requirements for any work-related accident or injury.

Selkirk College will not be responsible for any non-work related injuries that may occur while working remotely.

### **Equipment, Protection of Proprietary and Other Information**

Employees are responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed from the off-site location, including but not limited to electronic files saved on home computers. Employees should review [Policy 7110](#), Acceptable Use of Electronic Resources Information, [Policy 6005](#), Responsible Use of College Email, and [Policy 4200](#), Responsible Use of College Facilities and Equipment. Employees will continue to be bound by the Freedom of Information and Protection of Privacy Act of British Columbia and any other applicable legislation.

The use of College supplied and owned computers/laptops are preferred for temporary remote work arrangements. This may take the form of laptops permanently assigned to an employee as their work computer, a laptop from a pool of department laptops which is returned when not in use, or a College computer taken home and left at home. If the department is providing a laptop or other device for a temporary remote work arrangement, the assignment of the device will be logged by the department and employees are responsible for returning the device at the end of the temporary remote work arrangement. Please note that employees are responsible for any lost or damaged College property.

Portable workstations should be networked/connected via hard wired connection to a router or wireless that is password protected, and use by non-College individuals should be restricted.

Other directives include:

- Refrain from using email to transfer data to yourself.
- Use USB storage devices that require a password.
- When connecting to College remotely, use a VPN connection.
- Avoid CDs and DVDs as they can be lost or copied.
- Ensure laptops are password protected so data can't be easily accessed if the laptop is lost or stolen.
- Ensure all hard drives and other storage media are encrypted.
- Store documents on shared drives, not on local devices.

### **Resources**

While the above guidelines are to be understood as directives from the College, the following link is offered as a support for employees who need help adjusting to remote working arrangements:

<https://go.selkirk.ca/display/KB/Keep+Working>.

We thank you all for your cooperation during these challenging times.