

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4605 – Remote Work

Objective To support remote work arrangements to contribute to the following objectives:

- a) enable employees to reduce stress, achieve greater work-life balance while ensuring individual productivity, and meet performance expectations;
- b) use remote work, where appropriate, as a means to ensure an inclusive Legislative Assembly workforce and workplace where employees have access to flexible work arrangements;
- c) collectively contribute to reducing emissions from transportation, traffic congestion and air pollution; and,
- d) enable operational continuity in the event of a natural disaster, pandemic, or other widespread disruption.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions “**agreement**” means a personalized version of the Remote Work Agreement template signed by an employee and their respective manager;

“**manager**” means the individual providing the requisite Remote Work Agreement approval as detailed in section 2.01 of the policy;

“**principal location**” means the Legislative Precinct;

“**on-site work location**” means the location on the Legislative Precinct where an employee usually and customarily reports for work or where the work is performed;

“**remote work**” means an authorized work arrangement that involves an employee routinely working part or all of the work week at a location that is not the on-site work location;

“**remote work location**”, in respect of an employee, means the location(s) set out in the employee’s Remote Work Agreement from which the employee has agreed to perform remote work.

1. General .01 Remote work includes alternative work arrangements available to employees whose job duties are appropriate for such assignment. The

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decision to authorize these options remains at the employer’s discretion based on the nature of the work being performed and other operational considerations.

- .02 The arrangement is voluntary, and participation does not alter an employee’s work relationship with the Legislative Assembly or relieve an employee from the obligation to observe all applicable Legislative Assembly policies and procedures.
- .03 All relevant workplace legislation, policies and guidelines and the employee’s existing terms and conditions of employment, including but not limited to, the position description, salary, benefits, vacation, leaves of absence, and overtime remain the same as if the employee worked only at their on-site work location.

2. Agreement and Approvals Required

- .01 A Remote Work Agreement must be completed and signed by an employee and the employee’s manager as set out below prior to the employee undertaking a remote work arrangement:

Remote Worker	Manager
Non-Management Employee	Direct Supervisor and Department Director
Management Employee	Department Director
Director	Member of the Clerk’s Leadership Group responsible for Department
Member of the Clerk’s Leadership Group	Clerk of the Legislative Assembly

- .02 In the case of the Clerk of the Legislative Assembly, a Remote Work Agreement must be completed and signed by the Clerk of the Legislative Assembly and the Speaker prior to undertaking a remote work arrangement.

3. Eligibility Criteria

- .01 The suitability of remote work options will vary according to specific operational requirements, employee circumstances, or extenuating factors as defined by the employer.

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.02 Employees must be performing satisfactorily prior to being approved for remote work arrangements and must maintain their performance throughout the entirety of the remote work period.

.03 Managers have the discretion to approve or deny an employee’s request to work remotely based on performance and operational considerations. In determining the suitability of remote work, managers shall consider the following, and may elect to complete a *Remote Work Suitability Checklist*:

a) **Employee Capacity** – Has the employee demonstrated that they:

- i. can successfully organize, manage time, work independently and productively with minimal supervision, and have at least a satisfactory work performance history;
- ii. have a thorough knowledge and understanding of their job functions or general responsibilities and the equipment required for the alternative work arrangement;
- iii. have access to a remote work location that is safe and reasonably free from interruptions; and,
- iv. are able to provide the security necessary to adequately protect any Legislative Assembly information and equipment used at the remote work location.

b) **Position Attributes** – Positions that may be considered for remote work arrangements are those that:

- i. have job functions that can be performed at the remote work location without diminishing the quality of the work or disrupting the productivity of a department;
- ii. do not require an employee’s presence at the on-site work location on a daily or routine basis;
- iii. allow for an employee to be as effectively supervised as they would be if the job functions were performed at the assigned place of employment;
- iv. have an emphasis on the electronic production and/or exchange of information by means of computers or phones;
- v. involve measurable or quantifiable work product; and,
- vi. have minimal or flexible need for specialized materials or equipment available only at the regularly assigned work site.

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**4. Remote Work
Location
Requirements**

- .01 Employees participating in remote work arrangements shall have and maintain a healthy and safe environment at the remote work location.
- .02 Employees must complete the *Remote Work Self-Assessment Checklist* alongside the Remote Work Agreement and submit the completed checklist and agreement to their manager. Upon approval, these documents must be submitted to Human.Resources@leg.bc.ca.
- .03 Non-work-related events and activities must not unreasonably disrupt or interfere with work at the remote work location.
- .04 Employees must ensure the security of Legislative Assembly resources, including information and documents, and the confidentiality of information within the remote work location. This includes from members of an employee’s household or others who may have access to the remote work location.
- .05 Employees must promptly report to their manager any circumstances or incidents concerning actual or possible risk to security or confidentiality. Managers must address the situation – in collaboration with the Director, Information Technology, the Director, Digital Information Strategy and Governance, the Law Clerk and Parliamentary Counsel, or the Executive Financial Officer, as appropriate – and advise the Clerk of the Legislative Assembly.
- .06 Employees participating in remote work arrangements shall report to the on-site work location as agreed upon with the manager and as indicated in the agreement. Additionally, when operational needs require, an employee must report to the on-site work location upon the manager’s request. Employees will be given as much advance notice as feasible under the circumstances presented.

**5. Equipment and
Supplies**

- .01 Employees must comply with the requirements of *Policy 5305 – Information Technology Resource Allocation* and *Policy 5405 – Appropriate Use* when working remotely, and are responsible for assessing and presenting to their manager a request for the basic office equipment (e.g., monitor stands, a chair, etc.), hardware, software, and office supplies needed to work from a remote work location. All office equipment, information technology, and office supplies must be returned when the remote work arrangement ends.
- .02 The Legislative Assembly will not reimburse employees for:

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- a) materials and supplies that are reasonably available at the on-site work location; and,
- b) any costs not pre-approved by the manager.

.03 Employees are responsible for assuming all utility costs related to maintaining their remote work location, including Internet connection. The Legislative Assembly may bear the cost of an enhanced expense (e.g., enhanced Internet connection) in exceptional circumstances where necessary for a job function if pre-approved by the respective manager and established within the Remote Work Agreement.

.04 Legislative Assembly equipment located at the remote work location is subject to all policies and restrictions related to the use of Legislative Assembly-owned property. Employees are responsible for any equipment and software that is used at the remote work location and accept financial responsibility for any equipment that is lost, stolen or damaged because of the employee’s negligence, misuse, or abuse.

.05 The Legislative Assembly will not be liable for damages to employee-owned equipment being used in a remote work arrangement or that may result from working remotely.

6. Work Schedule

.01 The specific work schedule of a participating employee shall be agreed upon by the manager and employee and set out in the Remote Work Agreement.

7. Communications

.01 Employees must be available for communication – by phone, email, chat, or videoconference – during work hours as stipulated within the Remote Work Agreement.

8. Work Documentation and Leave

.01 Employees and managers should identify work items for review and discussion on an ongoing basis to ensure that tasks are fully described and completed in an appropriate time frame.

9. Occupational Health and Safety

.01 Workers’ compensation for work-related accidents will continue to apply during an approved remote work schedule period. Employees must follow safe work practices, including ergonomic safety, and promptly report any work-related accident that occurs at the remote workspace to both their manager and Human Resource Operations, completing any necessary documentation.

.02 Remote work locations must have a designated workspace, including an ergonomically adjustable chair that allows for neutral postures.

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- .03 A joint on-site investigation may be conducted by the employer and a Joint Health and Safety Committee representative in response to any claims submitted in accordance with section 9.01.
- .04 The Legislative Assembly will not be responsible for any non-work-related injuries that may occur at the remote work location. Compensation will be limited to the approved remote work schedule period only and will be limited to designated remote workspaces.
- .05 The Legislative Assembly assumes no liability for injury at the remote work location to any other person who would not be in the work area if the duties were being performed at the regular place of employment.

10. Annual Review

- .01 Managers are responsible for conducting a review of all respective agreements on, at least, an annual basis to ensure that the arrangements continue to promote greater work-life balance while ensuring individual productivity.

11. Termination of Agreement

- .01 An agreement may be terminated by either party, provided that the party wishing to terminate gives at least two weeks’ notice. Upon mutual agreement, the employee may resume work at the on-site work location within a shorter duration.
- .02 When an agreement is terminated, the employee must promptly return all data, reference materials, reports, records, equipment, software, supplies, and any other Legislative Assembly property in the employee’s possession or control and that were allocated to the employee for the purposes of the remote work arrangement.
- .03 The Legislative Assembly shall not be held responsible for costs, damages, or losses associated with the termination of an agreement that are incurred by an employee.

12. Reporting

- .01 On an annual basis, or as otherwise requested, Human Resource Operations shall submit a report to the Clerk of the Legislative Assembly (or their designate) detailing the number of active remote work arrangements.


Contact	Questions regarding this policy may be directed to Human Resource Operations at human.resources@leg.bc.ca .
Procedures	<i>Remote Work Suitability Checklist</i> <i>Remote Work Agreement</i> <i>Remote Work Self-Assessment Checklist</i>

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References

Policy 5305 – Information Technology Resource Allocation
Policy 5405 – Appropriate Use



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

September 10, 2020

Date

POLICY HISTORY

Version 1 <i>(Telework Policy 7-1)</i>	December 17, 2003
Version 2	September 10, 2020