

Policy Name: Work from Home Policy Number:	Responsible Owner: Associate Vice President, Human Resources	Created: 2021 May
--------------------------------------------------------------------	---------------------------------------------------------------------------	-----------------------------

- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE


Douglas College (the College) is committed to supporting a healthy work/life balance for Employees and recognizes that the flexibility to work remotely can increase Employee job satisfaction, engagement, productivity and retention, to the benefit of both the College and Employees. This policy affirms the College's commitment to enabling Work from Home arrangements where appropriate, and establishes the conditions and principles under which such arrangements can be made.

B. SCOPE

This policy applies to faculty members in the Student Affairs Division and to all staff, administrators and contract Employees at the College.

This policy is designed to complement and not to conflict with or subvert the College's collective agreements or terms and conditions of employment. If there is any inconsistency between the procedures related to this policy and a collective agreement, the collective agreement shall prevail.

College Campus(es): All Douglas College premises, owned and/or leased, including grounds and/or facilities used in partnership with other parties.



Employee: A person employed by the College, including administrators, contract Employees, Faculty Members, staff members and students when employed by the College (e.g., as student assistants or peer tutors).

Lower Mainland: A geographic region of the mainland coast of British Columbia that comprises the regional districts of Metro Vancouver and the Fraser Valley.

Responsible Administrator (RA) An executive of the College or an administrator responsible for the operations of a College department, Faculty, service area or other unit (e.g., Dean, Director, Registrar).

Work from Home: A flexible work arrangement whereby an Employee fulfills some or all job-related responsibilities according to an established schedule away from the place of employment, at an office or location set up and maintained by the Employee at the person's home; also known as a form of remote work or telecommuting.



5. Regardless of location of work, Employees must comply with all College policies, practices, rules and instructions, and must meet performance objectives and expectations.

- 6.

