

WORKING FROM HOME POLICY

Purpose:

To ensure that all employees are informed of the expectations and parameters for the benefit of working from home.

People:

This policy applies to all employees who may obtain permission to work from home, from time to time, or on an infrequent basis, or as a temporary change of schedule.

Procedure Summary:

The following is the procedures that support this policy. The outline covers off signing in, hours of availability for meetings, and other items that would need to be approved and / or agreed to by all parties.

Procedures:

1. While working from home, employees are required to:
 - a. Draft a high-level task list of work/meetings/projects, etc. that will be worked on during time working from home.
 - b. Clock in and out on the QuickBooks time tracking software:
 - i. Clock in:
 1. When beginning work or returning to work.
 - ii. Clock out:
 1. When leaving for a break
 2. If you need to stop focusing on work
 3. At the end of the day.
 - c. If the need to work outside of the regular office hours of 9:00 am – 4:00 pm, this needs to be communicated and agreed to with the Executive Director.
 - d. Employees are required to be available for some of the regular office hours, to attend meetings, through Zoom or Teams or other means of online platforms.
 - e. Employees, at times, may be called into meeting(s) on short notice, therefore determining what hours of the day, during office hours must be communicated and approved, in advance. There may be some flexibility to these, to support unforeseen circumstances, at the discretion of the Executive Director.
2. Employees are required to use their work-place laptops while working from home and must save everything to the OneDrive shared files.
 - a. Files are not permitted to be save on the local drives of organization computers.
 - b. If the OneDrive is not accessible, and a file needs to be saved, temporarily, to the local drive, then as soon as the OneDrive becomes available, the file must be moved and deleted from the local drive.
3. Actual accommodation request for working from home on a temporary basis will be approved by the Executive Director and an agreement will be signed by the both the employee and the Executive Director.
 - a. Extenuating circumstances that may result in an accommodation for working from home agreement:
 - i. Will be reviewed, considered and approved or declined by the Executive Director.
 - ii. Extenuating circumstances may include, but not limited to:
 1. illness or injury, which prohibits an employee from reporting to the physical office location.
 2. or unreliable or non-accessible day-care for dependents.
 3. Hazardous weather conditions that are determined by the Executive Director to be unsafe to travel to work, resulting in an office closure.

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