

St. Michaels University School

Work from Home Policy

Purpose

This policy is to provide clarity and structure for working from home requests and arrangements. This policy outlines the responsibilities of the School and the employee, so that arrangements work for both parties. The ability to work effectively from home varies based on department and on individual employees' role. A request to work from home must take into consideration employee preference, the School's responsibility to our employees and our commitment to students, parents/guardians and the operation of the School.

General Guidelines

- Working from home is neither an entitlement nor a term of employment.
- A Work from Home arrangement is voluntary, on both the part of the employee and the School, and as such requires their mutual agreement.
- Ongoing communication with respect to goals, both individual and team, scheduling, availability, and technology are critical in this work arrangement.
- Working from home arrangements must safeguard the privacy of our School and our community and all personal information.
- The arrangement must be operationally feasible for the School and be beneficial for both the employee and the School.
- A Work from Home Agreement must be completed and signed by both the School and the employee and must be reviewed and renewed if appropriate at the end of the term of each agreement.
- There should be no additional cost to the School in a Work from Home arrangement.
- While working from home changes the location of your work, all other aspects of your employment remain unchanged, including abiding by School policies.
- When working from home you may not have an assigned office space and you will not have an assigned parking spot.
- Employee and supervisor must develop a daily check-in and out routine as per WorkSafeBC's requirement to check on employee well-being when there are working alone or in isolation.

Costs

The employee is responsible for ensuring adequate internet connectivity. The School will not reimburse for cost of internet access, upgrades to internet services or utility costs.

When required to come to the School, the employee will not be reimbursed for mileage between home and School.

Any expenses related to the setup of a home office space are the responsibility of the employee. The School is responsible for providing a computer or laptop and office supplies such as pens and paper, acquired through the Campus Shop. The School will not provide a printer to use at your home.

Income Tax

All tax matters related to home office are the responsibility of the employee.

Termination of Work from Home Agreement

The Work from Home Agreement can be terminated by the employee or the School with 30 days written notice. In rare circumstances, such as breach of School policy, the agreement may be terminated immediately.