

BERKS CAREER AND TECHNOLOGY

COVID-19 Pandemic Working from Home Procedure for Support Staff Members

During the COVID-19 pandemic, effective March 16, 2020 through the date BCTC re-opens, select BCTC support staff members may be approved to work from home to complete essential work tasks. A working from Home (WFH) arrangement is considered on a case-by-case basis with recommendation from a supervisor and written approval by the Executive Director. The opportunity to work from home is not an entitlement. It shall not be considered a past practice or set a precedence for the future. At the conclusion of the current school closure caused by the Coronavirus (COVID-19) pandemic, all support staff members will be required to return to work and follow their approved working schedule.

Definitions

- Home Based Work - performance of BCTC work for agreed hours from the home-based site.
- Hours of Work - ordinary hours to be worked by a support staff member, as detailed in their contract of appointment.
- Support Staff Member - a person employed by BCTC who has ongoing or fixed term or casual contract.
- Supervisor - the person who is responsible for the day-to-day supervision of the support staff member.
- Working from Home (WFH) Arrangement - approved arrangements for a support staff member to carry out defined duties from his/her home based worksite during the agreed working from home hours on an ongoing basis or for a specified period of time, the terms of which are set out by the support staff member's supervisor or designee.

Communication

The support staff member agrees to be contactable and available for communication with BCTC during the periods in which home based work is carried out. The methods of communication should be decided by both the supervisor and support staff member.

Security

Consistent with the BCTC's expectations of information security for support staff members working at the office, WFH support staff members will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Time Worked

All support staff members shall be required to accurately record all hours worked using BCTC's time-keeping system. Details to record time either hourly or by tasks will be determined by the supervisor and the support staff member.

Overtime hours (40 hours or more a week) are NOT permitted during the COVID-19 pandemic timeframe unless written approval has been granted by the support staff member's supervisor and Executive Director.

Supervisor Responsibilities

The Supervisor must:

- Monitor the WFH arrangement to ensure that agreed work outcomes are being completed.
- Review and sign off on records of hours worked (timesheets) as required.
- Schedule communication check-in meetings on a weekly basis.
- Provide equipment and tools required to perform the tasks required.

Support Staff Member Responsibilities

Staff approved to work from home must:

- Adhere to all the BCTC's policies and procedures.
- Maintain accurate and up-to-date records of hours worked at home within normal span of hours.
- Take reasonable precautions necessary to secure the BCTC's equipment.