



Temporary Guideline for Working on Campus or Remotely

Guiding Principles for Temporary Remote Working

These temporary remote working guidelines apply to work off-site for a temporary period of time while social distancing measures and other health and safety measures are in place. Temporary remote working is an arrangement under which an employee may work at a location other than their assigned campus location, in response to the current emergency. The off-site workspace will be considered an extension of the workplace and therefore is subject to and governed by applicable Workers' Compensation legislation and WorkSafe B.C. Employees will be expected to comply with normal reporting requirements for any work-related accident or injury.

If you have been approved to work remotely, please ensure that you are creating a healthy and safe work environment for yourself. We recognize that not all items will be in place as the need to work remotely is essential at this time. Your schedule at home will need to be agreed upon by your manager. Please complete the Checklist for Temporary Remote Work with your manager and submit the form to HR (hr@viu.ca).

Efforts will be made to mitigate the impact of an employee's ability to complete all their day-to-day functions due to working from home. Departments and faculties have created area-specific plans to support working remotely while continuing to provide needed services to employees and students. If you have any questions, please connect directly with your manager or supervisor.

Temporary Remote Work Arrangements

If temporary remote work is approved, it is the employee's responsibility to ensure the following:

- a) VIU's rules, regulations, policies and collective agreements are adhered to
- b) No in-person business visits or meetings with colleagues, students or the public at the temporary remote workplace
- c) Assume primary responsibility for maintaining productivity, effective communication, and work flow among co-workers and students as necessary
- d) Attend virtual job related meetings, training sessions etc.
- e) If required, return to the workplace as directed
- f) During regular work hours, check voice mail and email regularly and respond accordingly

Check-Ins for Working on Campus or Remotely

For employees working remotely: You will be checking-in at regular intervals with your manager. How often you need to check-in is dependent on the risk of the work you are doing. For example, if your tasks are administrative in nature, this is a low risk job so check-ins may only need to be at least once a day. Check-ins can be by phone, email, text or zoom etc.

For employees working on campus: In addition to the safe work procedures that are already in place in your work areas, please ensure that if you are on campus and working alone or in isolation that processes are in place for you to check in with your manager at least once a day. Security Services are still available to our employees if required and can be summoned as needed by calling local 6600.

What happens if the employee doesn't check-in? There needs to be a follow-up plan and the Manager is responsible for enacting it. On campus, this can include a call to Campus Security to do an in-person check. If there is an emergency, Security will then follow their predetermined protocols

If you are working from home you must provide contact information in order for you to be reached during your working hours.

Reporting Sick Leave

It is important that all employees continue to report illnesses/injuries absences to their sick leave designate or alternate. This is important for sick leave banks, any disability claim impacts, etc. If you cannot contact your sick leave designate or alternate, send an email to benefits@viu.ca.

Expenses

VIU may reimburse an employee for necessary work-related expenses incurred due to working from home. Upon submission of receipts, as per the expenses policy, claims will be reviewed and then processed if approved.

Important Resources

Please review these important resources listed below to assist you in working on campus or remotely.

VIU Resources

- [Health and Safety Working Remotely Guidelines](#)
- [Computer Security for On and Off Campus](#)
- [Conference Calls on Campus](#)
- [Getting Started with Zoom](#)

Additional Resources

- [BC Government – Safety Inspection for Working at Home and Template Telework Agreement](#)
- [Homewood Health – How to stay productive and motivated when working from home...](#)