



# BC CARE PROVIDERS ASSOCIATION

**Subject:** Telecommuting  
**Original Approval:** Sept 16, 1993  
**Amended:** Sept 18, 2014  
**Issuing Authority:** Chief Executive Officer  
**Effective Date:** Sept 18, 2014

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There is increasing interest amongst staff for more flexible work arrangements. The underlying reasons are grounded in individual circumstances but are often based on the need to create more time in the work day, the avoidance of a lengthy commute, or a desire for quiet or reflective work time.

BCCPA is committed to explore flexible work arrangements as part of our commitment to a sustainable, healthy workplace.

The corollary to providing staff with the flexibility to manage their lives for their well-being, is that the BCCPA must still be able to function effectively.

Simply put, Telecommuting means the ability to work off-site, either on a regular or ad hoc basis. The purpose of these guidelines is to provide for the fundamental elements that need to be in place for this kind of work arrangement to be successful, and processes to follow in considering such arrangements.

The following are the fundamental elements guiding our policy relating to alternate work arrangements:

1. These guidelines apply to BCCPA staff.
2. The purpose and objective of Telecommuting is to provide flexible work arrangements in appropriate circumstances where doing so enables the BCCPA to continue to function effectively.
3. Telecommuting is a valuable benefit to provide in appropriate circumstances, but it is not a right or an entitlement. While some jobs and positions will be suitable for Telecommuting, not every job or position will be.
4. Telecommuting will be approved by your supervisor on a case-by-case basis as outlined below under "Approval and Termination".
5. In order for the BCCPA to function effectively, there is the need for staff to attend the workplace regularly. Telecommuting is not an appropriate or complete substitute for being physically present in the office. Consequently, it is important to note that approvals for Telecommuting will not include full time work from off-site locations.
6. Telecommuting is a means by which, in appropriate circumstances, a staff member can perform their job responsibilities. In all circumstances, it is important to state that it must not be used as a substitute for dependent/elder care.
7. Except as expressly agreed between the BCCPA and the employee, Telecommuting does not change the terms and conditions of employment of the staff member.

### **Approval and Termination of Telecommuting Arrangements**

8. An employee interested in Telecommuting must submit an application in writing to his/her supervisor, which includes the following information: name, position, time period for request, off-site work location, contact information, and proposed working hours on and off site.
9. Following receipt of a written application, the CEO may request to meet with the staff member to discuss the application and/or to provide additional information.
10. Approval of Telecommuting applications is in the sole discretion of the CEO and done on a case-by-case basis.
11. If an application is approved, the specific terms and conditions of the telecommuting arrangement will be set out in a written agreement, signed by the BCCPA employee and the CEO. The written agreement will contain at a minimum the following information:
  - a. Hours and Days of Work;
  - b. Hours and Days per week in the Department;
  - c. Hours and Days per week off-site;
  - d. Agreement on prior notice if the schedule is on an ad hoc basis;
  - e. Agreement on whether BCCPA owned or personal computers will be used;
  - f. BCCPA staff member contact information for all times when working off-site; and
  - g. Performance Standards and/or goals and objectives.
  - h. Telecommuting arrangements and agreements may be terminated by either party as follows:
    - i. By the BCCPA staff member upon 2 weeks' notice to the CEO; and
    - j. By the CEO, upon 2 weeks' notice to the staff member.
  - k. Telecommuting agreements will be monitored by the CEO to ensure goals and objectives are met.

### **Workspace, Equipment and Protection of Proprietary and Other Information**

12. BCCPA staff members approved for Telecommuting are responsible for providing a suitable and secure off-site workspace at their own expense.
13. The off-site workspace will be considered an extension of the workplace and therefore will be 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.
14. Telecommuting BCCPA staff will be responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed from the off-site location, including but not limited to electronic files saved on home computers. For greater clarity, the security systems and policies established by BCCPA policies will continue to apply.
15. The use of BCCPA supplied and owned computers/laptops are preferred for Telecommuting. This may take the form of laptops permanently assigned to an employee as their work computer, a laptop from a pool of department laptops which is returned when not in use, or a BCCPA computer taken home and left at home. It is also possible to use your home personal computer for Telecommuting. Your supervisor will assess your needs and approve either the use of a portable workstation or your personal computer. Their decision will be recorded in the Telework Agreement. The BCCPA will provide a checklist of minimum security requirements which will include: anti-virus and anti-malware software installed, regular full-computer virus scans, cabled or hard wired connection to a router or wireless

that is password protected, and restricted use by non-BCCPA individuals. Other considerations include:

- a. Refrain from using email to transfer data to yourself
- b. Use USB storage devices that require a password
- c. Avoid CDs and DVDs as they can be lost or copied
- d. Ensure laptops are password protected so data can't be easily accessed if the laptop is lost or stolen
- e. Remove information from laptop once it is no longer in use
- f. Data must be backed up to the *Cloud* and on USB on a nightly basis