



Performance through **People**

## **Guidelines for Working Remotely**

The work from home guidelines previously established through the Labour Management Committee are:

- No employees routinely/regularly work from home.
- Working from home can be pre-approved by Manager when the employee has focused work to complete by a deadline.
- On days when employees are travelling to employer sites, at the beginning or end of the work day, when travel-wise it does not make sense to come into the office.
- Simultaneous work at home and provision of child care is not permitted as it isn't possible to be both working and providing care at the same time.

The work from home principles and guidelines established in 2012 in relation to stormy weather when the WCB remains open are:

- We are a safety champion and therefore employee safety is a priority; we will be proactive in making decisions about facilities closure;
- Recognition that based on the operational requirements of the position, not every WCB employee is able to do their work at home.
- Approval by the Manager is required.
- There will be an understanding between the employee and Manager of the work that will be completed.
- Simultaneous work at home and provision of child care is not permitted as it isn't possible to be both working and providing care at the same time.
- There must be availability as if functioning in the office through remote access.