



CULTUS LAKE PARK

Administrative Policy

Section:		
Sub-Section:		
Title:	REMOTE WORK FROM HOME	

APPROVALS

Approval Date:	Approved by: Bonny Bryant, CAO
Amended:	Approved by:
Amended:	Approved by:
Amended:	Approved by:

PURPOSE AND POLICY STATEMENT

The Chief Administrative Officer may authorize remote work from home for employees whose regular job duties would enable them to reasonably perform these tasks from home. Due to differences in service delivery needs and the nature of work, remote arrangements cannot be implemented for all positions.

PROCEDURE

Remote work will only be considered for special circumstances and must be pre-approved. While conducting business at home on behalf of Cultus Lake Park, all employees are expected to maintain a professional manner and continue to comply with all Cultus Lake Park policies.

Cultus Lake Park will uphold its Collective Agreement obligations and employees are expected to do the same. All other conditions of employment will apply. Reasonable exceptions to employment terms for employees can be discussed on a case-by-case basis at the discretion of their direct supervisor. The operation of this policy will be delegated by the Cultus Lake Park Board to the Chief Administrative Officer for implementation. Allegations of misconduct by employees working remotely will be thoroughly investigated by the Chief Administrative Officer to determine an appropriate outcome that is consistent with current disciplinary procedures and possible consequences.