

	Abbotsford Police Department Policy and Procedure	
	Administration	Personnel Management
	I.B.260	Remote Work

PREAMBLE

The Abbotsford Police Department (AbbyPD) recognizes that, in some circumstances, employees can safely, effectively, and efficiently work from a location other than an AbbyPD Facility. AbbyPD may request that an Employee Work Remotely due to operational need (for example, damage or loss of power to AbbyPD facilities or to support a public health order), or an Employee may request authorization to Work Remotely.

Not all AbbyPD positions and/or tasks can be performed off-site. Careful consideration will be given to any employee request to Work Remotely.

PURPOSE

- (1) To provide direction to Supervisors and Employees regarding the conditions under which Remote Work may be considered and permitted as well as the responsibilities of both the Employee and the AbbyPD in relation to Working Remotely.

SCOPE

- (2) This policy document applies to all Employees who Work Remotely.

DEFINITIONS

- (3) **AbbyPD Facility** – a building or space under the control of the Abbotsford Police Department.
- (4) **Employee** – for the purposes of this policy and procedure, any employee of the Abbotsford Police Board.
- (5) **Police Business** – as defined in [I.D.090 Business Expenses](#).

- (6) **Remote Work (also Work Remotely/Working Remotely)** – for the purposes of this policy and procedure, means work assigned by AbbyPD to an AbbyPD Employee, conducted (generally) at the Employee’s primary residence, and making use of the internet, email and telephone. This does not include small amounts of self-initiated work which would not normally be considered part of the Employee’s regular work shift (for example, checking email or work calendar prior to leaving for the workplace).
- (7) **Workspace** – for the purposes of this policy and procedure, means the space approved by AbbyPD in which the Employee is authorized to conduct Remote Work.

POLICY

- (8) Access to Remote Work is not an entitlement.
- (9) For purposes of WorkSafeBC compliance, Remote Work Agreements will be considered only for locations within the province of British Columbia.
- (10) Remote Work must occur at the Employee’s primary residence, located on the BC mainland, and within 125km of AbbyPD headquarters.
- (11) Remote Work requires supervisor authorization. The Director or Inspector of each branch determines which sections or roles may Work Remotely and will delegate authorization to supervisors as appropriate. Determination of role suitability is subject to variation and is not precedent-setting.
- (12) Employees must sign a Remote Work Agreement to Work Remotely.
- (13) Remote Work Agreements will not exceed twelve (12) consecutive months, exclusive of maternity and/or parental leave.
- (14) While Working Remotely, the Employee’s terms of employment as outlined in the relevant Collective Agreement for union Employees and employment contracts for non-union employees, other than the primary work location, remain the same (e.g., working hours, work status, responsibilities, compensation, benefits).
- (15) While Working Remotely, all AbbyPD policies, procedures, user agreements and confidentiality agreements remain in effect.

- (16) While Working Remotely, the Employee must be available to AbbyPD during their regularly scheduled work hours, or during any modified hours agreed to by AbbyPD in the Remote Work Agreement or by the Employee's supervisor.
- (17) Unless otherwise directed by a supervisor, Employees Working Remotely must be prepared to attend AbbyPD upon request and with reasonable notice.
- (18) While Working Remotely, firearms handling and storage must comply with I.G.035 Departmental Firearms.
- (19) The Employee's OIC or Director may discontinue the Employee's Remote Work arrangement at any time.