

POLICY 520: Human Resources Employment Practices

The Board of Education of School District No. 8 (Kootenay Lake) seeks to operate with consistent personnel practices; accordingly, the Board authorizes the following practices:

1. Home Office

The Board recognizes that its professional employees may choose to maintain an office with appropriate technology in their place of residence at no cost to the Board of Education.

2. Work From Home

A work from home strategy is intended to create flexible conditions that will assist the School District in a more effective accomplishment of our services, access to a broader pool of talent and support for our employees. Successful work at home arrangements will serve the needs of employees and the organization.

3. Private Vehicles

Employees who are so designated may be required to maintain and operate a vehicle at their own expense for use as required in the performance of their duties with the Board of Education. Such designated employees will be supplied with a T2200 by the Board of Education, if requested.

4. Vandalism

If an employee's vehicle is damaged due to vandalism while on school property or while the employee is on school business, upon receipt of evidence, the Board will reimburse the employee the lesser of actual vehicle damage repair costs, or the cost of any deductible portion of insurance coverage on that vehicle up to a maximum of \$600.

5. First Aid

The Board agrees to underwrite, upon successful completion, the registration expense of at least one employee on each staff who agrees to enroll in a district approved first aid course and act as the school First Aid Attendant. Course classifications may vary dependent on [WorkSafeBC](#). Candidates for the course will be approved by the Superintendent.