

Standards

OFF-CAMPUS WORKPLACE LOCATION PROGRAM STANDARDS

Program Authority: Vice President, Finance and Administration
Program Officer: Director, Human Resources
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1.0 BACKGROUND

The University of Northern British Columbia (University) recognizes the benefit of providing Employees more flexibility in where and how they work; however, the University must prioritize work standards and operational efficiency, while also considering the unique requirements of each position when determining which positions are suitable to work in a location off-campus.

2.0 PURPOSE

- 2.1 The purpose of the Off-Campus Workplace Location Program (Program) is to outline the criteria and key considerations of such an arrangement.
- 2.2 The Program outlines the roles and expectations of the University, Leaders, and Employees and provides guidance on decisions related to the Program ensuring an alignment with the University's Vision and core strategies.
- 2.3 Subject to the terms, conditions, and other details of the Program, Leaders across the University can establish Off-Campus Workplace Location Arrangements that will benefit both Employees and the University.

3.0 PRINCIPLES

The following Principles must be assessed by the Employee and Leader prior to requesting an Off-Campus Workplace Location Arrangement. Off-Campus Workplace Location Arrangements must ensure the following:

- 3.1 Above all, the University remains at the service of students and maintains a high-quality student experience inside and outside the classroom.
- 3.2 Support for research that promotes fulfillment of the University's research mandate.
- 3.3 Shared responsibility between Employees and Leaders for the success of the work arrangement supported by ongoing connection and collaboration.
- 3.4 Decisions regarding workplace arrangements are equitable and transparent, but not necessarily equal across all Employee positions and units.
- 3.5 The health and well-being of students, faculty, and staff is of top priority.

- 3.6 A high quality of Employee experience is maintained, and Employees can adequately contribute to organizational effectiveness and efficiency.
- 3.7 A suitable influence on the attraction and retention of the University's workforce.
- 3.8 The delivery of work outcomes is maintained or exceeded, regardless of work location.
- 3.9 Alignment with existing policies, a student-centered learning environment, and in accordance with applicable Collective Agreements.

4.0 SCOPE

- 4.1 This Program applies to University's CUPE 3799 and Exempt Employees.
- 4.2 This Program only addresses Off-Campus Workplace Location Arrangements as defined in section 5.0.
- 4.3 This Program does not apply to permanent or temporary medical accommodations related to physical or mental disability. Such arrangements are addressed and established in consultation with the University's Human Resources department.

5.0 DEFINITIONS

- 5.1 The following definitions are intended to support the interpretation of this Program with respect to location of work:
 - 5.1.1 A **Flexible Workplace Location Arrangement (FWLA)** is a workplace location arrangement between Leaders and Employees that allows for an Employee to have leeway in where they perform the responsibilities of their position on an irregular basis. Unlike a Hybrid Workplace Location Arrangement, the flexibility to work off-campus is not scheduled or pre-determined, rather approval is as per Leader discretion. The requirement to meet core University needs and the Guiding Principles within this Program remains the same off-campus as it does on-campus in terms of timing and completion of position accountabilities, though with a level of freedom with respect to work location.

- 5.1.2 A **Hybrid Workplace Location Arrangement (HWLA)** is a formal, agreed-upon workplace location arrangement established between Leaders and Employees that has a pre-determined combination of working on- and off-campus with a set schedule. The HWLA may have a limited or indefinite duration. The arrangement is reviewed periodically during the time-period to ensure operations are not negatively impacted (e.g., the University's needs are being met, maintained, and/or exceeded, as well as the Program Principles outlined in Section 6). The requirement to meet core University needs and the Guiding Principles within this Program remains the same off-campus as it does on-campus in terms of timing and completion of position accountabilities.
- 5.1.3 An **Off-Campus Workplace Location** is a location designated as the primary location of work, not within the grounds and buildings of one of the University's campuses.
- 5.1.4 An **Off-Campus Workplace Location Arrangement** is a blanket term that includes a Flexible, Hybrid, or Remote Workplace Location Arrangement.
- 5.1.5 An **Off-Campus Workspace** is a location designated as the primary location of work, not within the grounds and buildings of one of the University's campuses.
- 5.1.6 An **On-Campus Workplace Location** is a location designated as the primary location of work within the grounds and buildings of one of the University's campuses.
- 5.1.7 An **On-Campus Workspace** is the workspace (e.g., office) designated for an Employee within the On-Campus Workplace Location.
- 5.1.8 A **Remote Workplace Location Arrangement (RWLA)** is a formal, agreed-upon workplace location arrangement established by Leaders and approved by the appropriate Executive Officer (i.e., the Vice-President or President responsible for a portfolio) in which an Employee works solely off-campus. The RWLA is intended to be a permanent arrangement reviewed periodically to ensure operations are not negatively impacted (e.g., the University's needs are being met, maintained, and/or exceeded, as well as the Program Principles outlined in Section 6).

- 5.2 The following definitions are intended to support the interpretation of this Program with respect to role clarity:
- 5.2.1 An **Employee** is an employed member of CUPE 3799 or the Exempt staff group. When used within the context of this Program, an Employee is the individual(s) requesting (or having a Leader request on their behalf) an FWLA, HWLA, or RWLA. For the purposes of this Program, “Employee” may be used to refer to an individual or group of Employees.
- 5.2.2 A **Leader** is an individual who supervises or manages staff. Examples include, but are not limited to, Supervisors, Managers, Assistant/Associate Directors, Directors, and Associate Vice Presidents. When used within the context of this Program, the “Leader” is the individual who manages/supervises the Employee(s) requesting [or is requesting on behalf of the Employee(s)] an FWLA, HWLA, or RWLA.
- 5.2.3 **President’s Executive Council (PEC)** is a forum that serves in an advisory capacity to the President and the Vice Presidents to ensure the strategic and operational direction of the University is being achieved. Discussions and deliberations, actions, and decisions rest within the accountable Executive Officer’s portfolio.

6.0 STANDARDS

The following Standards provide requirements for all Off-Campus Workplace Location Arrangements unless otherwise specified. They are to complement, and not supersede, existing University policies and procedures, contracts, or Collective Agreements. Employees in an Off-Campus Workplace Location Arrangement must comply with all applicable legislation and University policies, procedures, and protocols.

- 6.1 Program Eligibility, Establishment and Authority to Approve
- 6.1.1 Any Employee and/or Leader under the scope of the Program may request an FWLA, HWLA, or RWLA.
- 6.1.2 Positions that support on-campus operational needs or facilities, or that require the use of on-campus tools and resources, may not be suitable for working off-campus. For example, student- and client-facing roles may require working on-campus full-time.

- 6.1.3 The Human Resources department works with Leaders to assess position eligibility consistently and objectively.
 - 6.1.4 All Off-Campus Workplace Location Arrangements are position specific. An Employee who is approved for an Off-Campus Workplace Location Arrangement and later changes their position requires new approval as per this Program.
 - 6.1.5 When appropriate and applicable, each Leader can establish and approve FWLAs/HWLAs based on the operational needs of their department/unit and Program details herein.
 - 6.1.6 For RWLAs, a Remote Workplace Location Arrangement Business Case designed in coordination with the Program details herein is to be created and approved by the applicable Executive Officer for each request that addresses the needs of the University, students, department, unit, and individual or groups of Employees.
 - 6.1.7 This Program shall not require employees to change the workplace location for the position they currently hold without their consent.
- 6.2 Hours of Work
- 6.2.1 Off-Campus Workplace Location Arrangements are not to alter an assigned workload or increase workload of other positions. Employees are accountable for fulfilling assigned hours of work each week (the “normal working hours”).
 - 6.2.2 Normal working hours are as per relevant Collective Agreements, contracts, and/or standard working hours.
 - 6.2.3 Employees who have an approved Off-Campus Workplace Location Arrangement in place must ensure they remain free from personal distractions and/or interruptions during normal working hours.
- 6.3 Leave Requests and Payroll
- 6.3.1 Employees who have entered an approved Off-Campus Workplace Location Arrangement must submit leave requests (e.g., vacation, leave without pay, sick time, etc.) as per regular University requirements.

6.4 Workplace Location

6.4.1 The Employee's home is normally their Off-Campus Workplace Location unless the Employee requests, and the Leader agrees to, an alternative location.

6.4.2 A change in the Off-Campus Workplace Location must be approved by the Leader.

6.4.3 Employees are generally required to live/reside in British Columbia (B.C.) and must always live/reside in Canada. Prior to any decisions to hire outside of B.C. and inside Canada, a thorough review of the University's privacy policies and provincial regulations/legislation needs to be completed as part of the approval process. The Leader must seek direction from the Human Resources department before approving an Off-Campus Workplace Location outside of B.C.

6.4.4 Decisions to employ or develop Off-Campus Workplace Location Arrangements with individuals working outside of Canada are not within the scope of this Program.

6.5 On-Campus Workspace

6.5.1 For HWLA:

6.5.1.1 Employees who enter a permanent HWLA may be required to forfeit their On-Campus Workspace if the Employee works more than or equal to 60% in their Off-Campus Workplace Location. The Leader, in collaboration with the Facilitates Department, is responsible for deciding if an On-Campus Workspace is required to be forfeited. In this case and when working on-campus, the Employee will be given a working space (though it may be a shared space).

6.5.2 For RWLA:

6.5.2.1 Employees with an ongoing, permanent RWLA will not have an assigned On-Campus Workspace.

6.5.2.2 If existing Employees have an On-Campus Workspace, they will forfeit their workspace upon entry into an RWLA. If/when

temporary on-campus attendance is required, the Leader will provide an On-Campus Workspace.

6.5.2.3 If an RWLA is ended, the University will provide an On-Campus Workspace for the Employee (if applicable).

6.6 Reimbursement of Travel Expenses to University Campus from Off-Campus Workplace Location

6.6.1 In the case of an FWLA/HWLA, Employees are not eligible for travel expense reimbursement when travelling to and from On-Campus Workplace Location.

6.6.2 In the case of an RWLA, travel rationale and reimbursement of expenses must be approved by the direct supervisor in advance of travel and only if travel is required by the University. Employees are not eligible for travel expense reimbursement when travelling to and from the University's campus if the Employee lives within 100 kilometres of the University's campus.

6.7 Reimbursement of Expenses (not Including Travel Expenses)

6.7.1 Approved business-related expenses will be reimbursed subject to the following:

6.7.1.1 Approval is explicitly provided by the Leader prior to when the expenses are incurred.

6.7.1.2 Expenses are reasonably incurred while carrying out the Employee's job.

6.7.1.3 In all reasonable cases, office supplies including pens, paper, etc. will be provided by the University and will not be approved for reimbursement.

6.7.1.4 In general, expenses related to utilities (e.g., electricity, gas, internet, telephone) are not eligible for reimbursement.

6.7.2 The University will not be responsible for costs associated with the setup of the Employee's Off-Campus Workspace including, but not limited to, remodeling, furniture, or lighting, nor for repairs or modifications to the Off-Campus Workspace except for those expenses required due to a workplace accommodation as determined by the Human Resources department.

6.7.3 The Employee is responsible for notifying the University's Payroll department if the Employee intends to claim/deduct eligible work expenses as per the Canada Revenue Agency.

6.8 Performance

6.8.1 Through collaboration, an Employee and Leader must outline performance expectations and expected outcomes for each position prior to agreeing to an Off-Campus Workplace Location Arrangement; however, the following are universal requirements for all positions:

6.8.1.1 An Off-Campus Workplace Location Arrangement must not impede an Employee's ability to meet performance expectations and complete regular work functions and duties, including communicating with colleagues and supervisors, providing client/student services, and remaining current on operational issues and updates.

6.8.1.2 Under the scope of this Program, an Off-Campus Workplace Location Arrangement is not a replacement for appropriate child or dependent care, or other personal obligations. Although an individual Employee's schedule may be modified to accommodate child or dependent care needs, the focus of an Off-Campus Workplace Location Arrangement must remain on the job performance and meeting operational expectations.

6.8.1.3 Employees are expected to attend all essential meetings via video conference (or alternative method as determined and/or agreed to by the Leader) and present themselves in a professional manner as would otherwise be expected if on-campus.

6.9 Occupational Health and Safety Requirements

6.9.1 The University is committed to ensuring the Off-Campus Workplace Location is a safe working environment; however, health and safety is a shared responsibility. WorkSafeBC¹ roles, rights, and responsibilities are applicable for Employees in an Off-Campus Workplace Location Arrangement much as they are for the On-Campus Workplace Location including, but not limited to:

¹ Or equivalent provincial health and safety legislation if located outside of British Columbia, as applicable.

- i. The requirement to report workplace injuries;
- ii. Requirements for education and training; and,
- iii. Employee's duty to follow safe work procedures.

6.9.2 An Off-Campus Workspace safety checklist must be completed prior to approval of an arrangement (Appendix A - Off-Campus Workspace Safety Checklist) and submitted to the Department of Risk and Safety.

6.9.3 The Off-Campus Workplace Location Arrangement will reinforce the applications of all relevant University Policies related to Occupational Health and Safety including, but not limited to:

- i. Working Alone procedure (see Appendix D);
- ii. Ergonomic requirements; and,
- iii. Reporting if working outside of B.C. on a short-term basis.

6.10 Off-Campus Workspace Office Equipment

6.10.1 Equipment will be provided by the University as deemed by the Leader as being necessary for the position such as a Softphone (VoIP program on computer) and office supplies. Additionally, a University cellular phone may be provided if the position requires it.

6.10.2 Printers (including toners, ink and other supplies) or scanners will not be provided or supported by the University.

6.10.3 Prior to approval of an HWLA/RWLA, Employees are required to have an ergonomic configuration in their workspace. An ergonomic assessment is required to be conducted if the completion of the Off-Campus Workspace safety checklist indicates the workstation setup is unsatisfactory. The Employee is responsible for requesting an ergonomic assessment of the Off-Campus Workspace; however, the University shall cover the costs associated with an ergonomic assessment. Ergonomic equipment will be provided in the following circumstances:

- i. If the HWLA/RWLA is mandatory or requested by the University, and an Employee's Off-Campus Workspace

and office equipment do not meet ergonomic standards, an Employee will be provided equipment to satisfy the requirements of an ergonomic configuration.

- ii. In all other cases, the Employee will need to purchase the equipment to satisfy the requirements of an ergonomic configuration or will not be approved for an Off-Campus Workplace Location Arrangement.

6.10.4 Employees who intend to remove University property for the purpose of setting up their Off-Campus Workspace must follow all University policies and procedures prior to doing so.

6.11 Technology

6.11.1 Employees approved for a mandatory HWLA/RWLA will be provided the necessary hardware to perform the responsibilities of their position.

6.11.2 In all other Off-Campus Workplace Location Arrangements, requests for hardware will be evaluated and approved by the Information Technology and Human Resources departments subject to financial and budgetary constraints.

6.11.3 Employees will be responsible for adequate internet connectivity, and all costs to set-up and maintain internet access at the Off-Campus Workplace Location.

6.11.4 Employees must take reasonable steps to protect any University property from theft, damage, or misuse. Depending on the circumstances, the Employee may be responsible for any damage to or loss of University property.

6.12 Confidentiality, Privacy and Security:

6.12.1 Employees working off-campus are reminded, even if they are working from a designated and approved workspace, they continue to be bound by all confidentiality, privacy and/or security agreements, legislation, policies, procedures, and processes in connection with their employment with the University. Thus, consistent with University expectations of information security for Employees working in an On-Campus Workspace, Employees working off-campus will be expected to ensure the protection of University information accessible in their Off-Campus Workspace.

6.12.2 In the event an Employee has not signed a Confidentiality Agreement in relation to their employment with the University or the Confidentiality Agreement is not located in the Employee's personnel file (stored by the Human Resources department), the completion and signature of a Confidentiality Agreement provided by the University is required for Program eligibility.

6.13 Removing Documents Off-Campus

6.13.1 The removal of hard copies of documents, files, and records containing personal, sensitive, and/or confidential information (the "Documents") are to rarely be removed from the University and only done with explicit approval from the Leader. All efforts are to be made to avoid removing Documents from the University; however, if hard copy Documents containing sensitive information have been approved to be taken off-campus, the following applies:

- i. You must read the University's Protection of Privacy Policy and understand your responsibilities and obligations in the protection of personal information under the Freedom of Information and Protection of Privacy Act.
- ii. Documents are to only be removed when necessary. If possible, only copies are to be removed and originals left on-campus. If not possible, leave a sign out sheet/record in place of the file.
- iii. An electronic record must be maintained of removed files that can be provided, if necessary, in the event of a privacy breach.
- iv. While off-campus, Documents must be kept in the control of the Employee, including during meals and breaks. The Documents are to be stored in a secure location such as locked in a filing cabinet or desk drawer.
- v. Documents must be returned as soon as possible.
- vi. All copies of Documents must be securely shredded and disposed of in accordance with the University's policies.

6.14 Training

6.14.1 Employees and Leaders share a responsibility for keeping all required Employee training up to date.

6.15 End of Agreement

6.15.1 The Employee or Leader can end an FWLA/HWLA with a minimum one week's notice, at which point the Employee is expected to return to the working location arrangements that were in place prior to the FWLA/HWLA. In the event the Employee's On-Campus Workspace was forfeited as part of the HWLA, the Employee will be assigned a workspace by the Leader that may or may not be the same as prior to the HWLA.

6.15.2 The Leader, with approval from Executive responsible for impacted department/unit, can end an RWLA with reasonable notice as determined by the Human Resources department.

6.15.3 At the end of an Off-Campus Workplace Location Arrangement, Employees must promptly return all University property used in the course of employment. An Employee, current or former, may receive notices from the University to return University-owned property. If an Off-Campus Workplace Location Arrangement is being revoked, Employees are to receive reasonable notice to make any preparations necessary to return the University property to the worksite. The University will cover reasonable expenses related to the Employee shipping University property to a designated campus/location.

6.16 Decision Review Process

6.16.1 Human Resources will provide oversight of the decision-making process as it relates to this Program.

6.16.2 In cases where a current member of CUPE 3799 is in a situation where they are being placed into a remote working situation where they do not have the resources to support the working arrangements, they are to email the Director, Human Resources outlining the nature of their concerns. The Director, Human Resources will seek clarification on the decision and respond accordingly. If the employee is a member of CUPE 3799, and is not satisfied with the result of this review, they may seek further resolution through a joint committee that will include two (2) CUPE

representatives and two (2) University representatives from the Labour Management Committee (LMC). The decision of the committee will be final. Unionized employees may engage their union representation throughout this review process.

6.17 Approval Process

6.17.1 To obtain approval for any of the Off-Campus Workplace Location Arrangements, a Leader must assess operational needs and ensure the ability to align with the Principles outlined in the Program. Requests for an FWLA, HWLA, or RWLA may be driven by either an Employee or Leader's request. Sections 6.17.2 and 6.17.3 lay out the approval process for each of the Off-Campus Workplace Location Arrangements.

6.17.2 Approval for FWLA/HWLA

- i. Employee and/or Leader indicates and communicates a desire to engage in an FWLA/HWLA as per this Program.
- ii. The Employee and Leader reviews the Program details and meets to discuss.
- iii. For HWLAs, the Employee must complete and return "Appendix A - Off-Campus Workspace Safety Checklist" (the "Safety Checklist") to the Leader.
- iv. For HWLAs, the Employee must complete the Employee section of "Appendix C - Off-Campus Workplace Location Arrangement Agreement" (the "Agreement") and return to the Leader.
- v. The Leader meets with the Employee to establish and confirm specifics of the request, including, but not limited to, the following:
 - a. In the case of an HWLA, the number of days to work on-campus vs off-campus.
 - b. Duration of the request.
 - c. FWLA or HWLA alignment with all of the Principles.

- d. FWLA or HWLA fairness and equity (e.g., ensure it can be offered to all Employees in the same position classification).
- e. A shared understanding of the importance of performance, and agree upon aspects of performance management that must be maintained in an Off-campus Workplace Location (e.g., establish regular coaching intervals, how performance will be measured and/or benchmarked, etc.)
- vi. The Leader determines if the request can be approved and, if so, informs stakeholders who need to be aware of the FWLA/HWLA.
- vii. For HWLAs, The Leader completes the Leader section of the Agreement.
- viii. For HWLAs, the Leader submits a copy of the completed Safety Checklist to the Department of Risk and Safety (safety@unbc.ca) for approval and the Agreement to the Human Resources department (hr@unbc.ca) for storage in the employee's personnel file.
- ix. For HWLAs, the Department of Risk and Safety must review the Safety Checklist prior to approval and will notify the Leader of any issues that need to be addressed prior to off-campus work commencing.
- x. For HWLAs, confirmation of Safety Checklist review will be sent by the Department of Risk and Safety via email.
- xi. For HWLAs, the approved Safety Checklist will be provided to the Human Resources department by the Department of Risk and Safety for storage in the Employee's personnel file.
- xii. For HWLAs, the Leader provides a copy of the signed Agreement to the Employee.
- xiii. For HWLAs, The Leader retains a copy of both the completed Safety Checklist and Agreement.

6.17.3 Approval for RWLA:

- i. Employee and/or Leader requests an RWLA assessment or, if new position, Leader identifies the need for an RWLA assessment.
- ii. If existing position, the Leader meets with the Employee to determine specifics of the request.
- iii. The Leader completes a business case [Appendix B – Remote Workplace Location Arrangement Business Case Template (the “Business Case”)] to be presented to and approved by the Director, Human Resources.
- iv. The Leader sends the approved Business Case to the Executive Officer responsible for impacted department/unit who is accountable to review the Business Case and share with PEC for information purposes.
- v. The Executive Officer communicates decision to Leader and Director, Human Resources.
- vi. If approved and prior to filling a position with an RWLA or changing workplace location for an existing Employee, the Employee must complete and return the Safety Checklist and the Employee section of the Agreement to the Leader.
- vii. The Leader submits a copy of the completed Safety Checklist to the Department of Risk and Safety (safety@unbc.ca) for approval and the Agreement to the Human Resources department (hr@unbc.ca) for storage in the Employee’s personnel file.
- viii. The Department of Risk and Safety must review the Safety Checklist or notify the Leader of any issues that need to be addressed prior to off-campus work commencing.
 - a. Confirmation of Safety Checklist review will be sent by the Department of Risk and Safety via email.

- b. Approved Safety Checklist will be provided to the Human Resources department by the Department of Risk and Safety for storage in the Employee's personnel file.
- ix. The Leader provides a copy of the signed Agreement to the Employee.
- x. The Leader retains a copy of the completed Safety Checklist, Business Case, and Agreement.

7.0 TERMS AND CONDITIONS

The Program is effective as of May 1, 2023, and is subject to change at any time. The Program will be reviewed after twelve (12) months following implementation and upon request from the University or as needed thereafter. The University reserves the right to end or alter this Program at any time with reasonable notice.

8.0 REPORTING

The Human Resources department will be accountable to track and report on the number of Employees who have applied and been approved for the Program. As well, the Human Resources department will monitor the Program for trends, challenges, and issues. Reporting on the Program will be provided to the VP, Finance and Administration by the Director, HR, on an annual basis.

9.0 RELATED DOCUMENTS

If there is a conflict between this Program and a related University document including, but not limited to, a University policy/procedure, contract, or Collective Agreement, the latter shall take precedent unless otherwise explicitly approved by the University.

Related University documents include, but are not limited to:

- 9.1 The University's Exempt Employee Handbook
- 9.2 CUPE 3799 / University Collective Agreement
- 9.3 Relevant Individual Employee Contract or Employment Agreement
- 9.4 The University's institutional policies and procedures including:
 - 9.4.1 Protection of Privacy Policy

9.4.2 Standards of Conduct

9.4.3 WCB Administration and Claims Management

10.0 APPLICABLE LEGISLATION

If there is a conflict between this Program and legislated requirements, the latter shall take precedent. Applicable legislation includes, but is not limited to:

10.1 *B.C. Public Sector Employers Act*

10.2 *B.C. Human Rights Code*

10.3 *B.C. Labour Relations Code*

10.4 *B.C. Workers Compensation Act*

10.5 *B.C. Freedom of Information and Protection of Privacy Act*

10.6 *Employment Standards Act of B.C.*

11.0 APPENDIX A – OFF-CAMPUS WORKSPACE SAFETY CHECKLIST

Employees are responsible for ensuring their designated Off-Campus Workspace meets or exceeds applicable health and safety standards/legislation/regulations. Use this checklist to identify and address any potential hazards while working off-campus. If you require assistance addressing any items noted as unsatisfactory, please discuss these with your Leader and/or contact the University's Department of Risk and Safety (safety@unbc.ca).

Photo Requirement: In addition to the completion of this Checklist, pictures clearly showing the workspace must be provided and submitted with this checklist. The pictures must include the Employee's workstation and the Employee in a working posture (at least in one instance, a picture at a side angle).

	Satisfactory	Unsatisfactory	N/A	
Item	Comments			
Floors				
Is there any loose material, debris or worn carpet that may be a tripping hazard or any areas that are slippery or have rough, splintered or protruding nails or screws?				
Stairways and Aisles				
Are stairways and aisles clear and unblocked, well-lit and have handrails?				
General Work Area				
Are there any worn or broken items with sharp or splintered edges?				
Is the floor clear with cables stowed neatly?				
Are any electrical cords frayed? Are electrical outlets and devices properly grounded and are extension cords and power bars used within manufacturer's recommended use?				
Are there appropriate security measures in place at the remote work location to ensure individual (personal) security and to prevent theft or unauthorized access to equipment and sensitive materials?				
Workstation				
Is task and general lighting adequate with minimal glare on computer screen?				
Are the chair, desk, and keyboard ergonomic and height/settings adjusted correctly?				
Is the space adequate to perform the work, with appropriate ventilation, temperature control and work surfaces?				

	Satisfactory	Unsatisfactory	N/A	Comments
Material Storage				
Are cabinets and shelves secured to walls with heavy items placed on lower shelves to reduce falling hazards?				
Evacuation Routes and Emergency Equipment				
Are exit routes unobstructed and clear?				
Is a basic first aid kit accessible (as per WorkSafeBC)?				
Are smoke detectors and carbon monoxide detectors properly maintained?				
Additional Considerations / Comments				

Disclaimer: It is the responsibility of the Employee to notify the University if any of the above items become unsatisfactory.

Employee Name _____ Employee Department _____
Date _____ Signature _____

Department of Risk and Safety	
Reviewed by: (Name & Title) _____	Date Reviewed _____

12.0 APPENDIX B – REMOTE WORKPLACE LOCATION ARRANGEMENT BUSINESS CASE TEMPLATE

Position Title	
# of Employees Applicable	

Introduction / Current Position
<p>Please explain rationale for a Remote Workplace Location Arrangement for the above position and explain the level of integration the position has with students, staff, faculty, and leadership? [e.g., does the position require extensive face-to-face contact with students, faculty, leader(s), other employees, or the public? Does this arrangement serve the best interests of the University?]</p>

Risks	
<p>Productivity / Team Impacts</p> <ul style="list-style-type: none"> • How will performance be measured/ benchmarked? • What will be put in place to ensure workload is not increased by on-campus employees? • How will this decision impact the team dynamic? 	
<p>Replacement Challenges in the Event of Turnover (How difficult will this position be to replace?)</p>	

Benefits	
Consider the Benefits from the Lens of UNBC, Students, Department, Staff, and Faculty	
<p>Productivity (Will this Arrangement enhance productivity of department and/or employees?)</p>	
<p>Retention (What impact will this arrangement have on employee retention)</p>	
<p>Office Space (Have you discussed forfeiting office space with the Facilities department?)</p>	
<p>Communication (What is the plan to ensure ongoing communication with employee working remotely?)</p>	
<p>Other</p>	

Conclusion Outline the Next Steps (if Approved) Including RWLA Review Plan with Employee	

Respectfully Submitted,

Manager Signature	
Title	

Vice-President/Associate VP Signature	
Title	

Director, Human Resources Signature	
Title	

13.0 APPENDIX C – OFF-CAMPUS WORKPLACE LOCATION ARRANGEMENT AGREEMENT

Position Title	
# of Employees Applicable	
Employee Name & ID (#) (An Agreement Needs to be Signed by Each Applicable Employee)	
Leader Name	

Employee Section

I _____ am requesting or agreeing to a _____ (flexible, hybrid, or remote) workplace location arrangement (see last page for definitions).

In signing below, I acknowledge I have reviewed the Off-Campus Workplace Location Program and fully understand and agree with all terms, conditions, and details of the Program. Prior to submitting this Agreement to my Leader, I have completed and will attach an Off-Campus Workspace Safety Checklist.

Date Signed:	
Date of Expiry of Arrangement (if Applicable):	
Employee's Signature:	

Leader Section

In signing below, I acknowledge:

- I have reviewed all terms, conditions, and details of the Off-Campus Workplace Location Program with the Employee and engaged in a thorough discussion about expectations.
- The Employee is fully aware of their accountabilities with an Off-Campus Workplace Location Arrangement.
- I have received and reviewed an Off-Campus Workspace Safety Checklist and have verified it is fully completed.
- I will forward a copy of the Off-Campus Workspace Safety Checklist to the Department of Risk and Safety (safety@unbc.ca) for review and a copy of this Agreement to the Human Resources department (hr@unbc.ca).

Date Signed:	
Leader's Signature:	

Key Definitions	
Flexible Workplace Location Arrangement (FWLA)	A workplace location arrangement between Leaders and Employees that allows for an Employee to have leeway in where they perform the responsibilities of their position on an irregular basis. Unlike a Hybrid Workplace Location Arrangement, the flexibility to work off-campus is not scheduled or pre-determined, rather approval is as per Leader discretion. The requirement to meet core University needs and the Guiding Principles within this Program remains the same off-campus as it does on-campus in terms of timing and completion of position accountabilities, though with a level of freedom with respect to work location.
Hybrid Workplace Location Arrangement (HWLA)	A formal, agreed-upon workplace location arrangement established between Leaders and Employees that has a pre-determined combination of working on- and off-campus with a set schedule. The HWLA may have a limited or indefinite duration. The arrangement is reviewed periodically during the time-period to ensure operations are not negatively impacted (e.g., the University's needs are being met, maintained, and/or exceeded, as well as the Program Principles outlined in Section 6). The requirement to meet core University needs and the Guiding Principles within this Program remains the same off-campus as it does on-campus in terms of timing and completion of position accountabilities.
Remote Workplace Location Arrangement (RWLA)	A formal, agreed-upon workplace location arrangement established by Leaders and approved by the appropriate Executive Officer (i.e., the Vice-President or President responsible for a portfolio) in which an Employee works solely off-campus. The RWLA is intended to be a permanent arrangement reviewed periodically to ensure operations are not negatively impacted (e.g., the University's needs are being met, maintained, and/or exceeded, as well as the Program Principles outlined in Section 6 of the Off-Campus Workplace Location Program Standards).

14.0 APPENDIX D – EXAMPLE Check-In/Check-Out Procedure

This appendix is an example. It is up to the manager and employee to determine a check-in/check-out procedure; however, it must comply with WorkSafeBC requirements. The manager should aim to apply the same check in and out procedure for all team members using this program.

Employee Name and Title	Supervisor Name and Title
Working from Home Schedule (days & times)	Working from Home Start Date
Working from Home Address	Working from Home Phone Number (cell)
Emergency Contact Name	Emergency Contact Phone Number

- Supervisor and Employee have reviewed the OWL-P Standards. Date _____
- Employee has completed the OWL-P Appendix A & C forms. Date Sent _____
- Supervisor and Employee have reviewed the OWL-P forms together and discussed the above working from home schedule Date _____
- Supervisor has submitted the OWL-P forms to Safety and HR. Date _____

Check-In/Check-Out Process

At a minimum, staff who are working from home must send a message to their Supervisor (or designate) to check in/check out at the following points in the workday:

- At the start of the scheduled workday
- Prior to changing locations (e.g. attending a work meeting or medical appointment)
- Immediately after returning from the outside meeting/appointment
- At the end of the scheduled workday

WHEN YOU START: Mark yourself “Available” in Teams, and set your location to “Remote”.

WHEN YOU ARE FINISHED: Mark yourself “Appear Offline” in Teams.

APPOINTMENTS: Enter into the Teams or Outlook calendar.

Missed Check-In/Out Process

1. If you miss checking in or out, your Supervisor (or designate) will attempt to contact you via Teams or email.
2. If there is no response within 10 min, your Supervisor (or designate) will phone you at the number above.
3. If there is no response within 20 min, your Supervisor (or designate) will call your Emergency Contact.
4. If necessary, your Supervisor (or designate) will contact 9-1-1 for assistance.

Employee Signature	Date
Supervisor Signature	Date