

## COLLEGE POLICY

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Policy No. & Title:	<b>P-202 Alternative Work Location Arrangements</b>
Policy Sponsor:	Vice President, People and Culture
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2026-07-31

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### **Purpose**

To establish the guidelines and expectations for identifying and implementing alternative remote work arrangements.

### **Scope**

This policy applies to all College employees.

### **Definitions**

Home: Refers to your approved office space outside of the College's traditional office environment.

Working from Home: Refers to a situation where an employee completes their entire workload, or a portion of that, at a place that is located outside of the College's traditional office environment on either a temporary or permanent basis. There may, or may not, be some on-site work being done by the employee.

Working in a Different Country or Province: Refers to a situation where an employee completes their entire workload in a location outside of the College's traditional office environment and outside of Canada, Ontario, New Brunswick, or Nova Scotia.

Mandatory Work from Home: Refers to a situation where an employee's position is permanently remote based (*e.g.*, Instructors hired to facilitate online only courses) or when the College is mandated to adhere to legislative directives.

### **PRINCIPLES**

- The College is committed to providing a safe and healthy learning and working environments for all members of the College community, regardless of location.
- Health and safety while working away from the campuses is the responsibility of everyone.
- The College recognizes that special circumstances may arise on occasion in which an employee may need to work from home. Generally, the company expects all employees come to work every day, on time, regardless of status or position. The company is willing, however, to support special arrangements under certain guidelines as it may be beneficial for both employer and employee.
- Working from home is not the same as working from anywhere.

## **POLICY**

- People leaders will determine if their teams can work remotely based on the needs of the business.
- There is a general expectation that employees will spend a minimum of 40% of their work time in a week, or 2 days/week, at their traditional College office. Employees are welcome to come into their traditional College office more frequently, should they decide to do so. People leaders have the flexibility to establish in person meetings with their teams that may increase time at their traditional College office.
- The College must be familiar with the tax obligations of the foreign jurisdiction in which the employee works or will work (including other Canadian provinces) to ensure compliance with any tax reporting, withholding, and remittance obligations.
- All work shall be 'outcome focused':
  - deliverables and their timing will be mutually agreed upon between the employee and their manager,
  - deliverables and their timing when working in cross-functional teams will be mutually agreed upon by the work group and the respective managers,
  - deliverables, their timing, and manager approval(s) will be established prior to working remotely.
- All employees will use the available tools to make remote working operationally productive (*e.g.*, MS Teams, Outlook).
- If an employee is on a Performance Improvement Plan (PIP), they may be required to spend more time at their traditional College office.
- The College reserves the right to amend and/or discontinue remote or alternative working arrangements at any time, including based on unsatisfactory job performance or business needs.

From time to time, this Policy will be reviewed and may be amended. Every effort will be made to provide 30 days' notice of any substantial changes to the Policy, but there may be instances when shortened or no notice is possible.

This Policy is subject to applicable employment law and best practices. Depending on the country in which you work, there may be additional country-specific terms that are set forth in an addendum attached to this policy.

### **Related Policies**

P-203 Employee Accommodations

P-201 Accessibility

P-205 Confidentiality

C-405 Privacy

P-103 Anti-Violence Harassment Discrimination

P-105 Sexual Harassment, Sexual Misconduct, & Sexual Violence Prevention

**Supporting Documents/Forms**

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Nova Scotia Accessibility Act, 2017 (Bill 59)

The Accessible Canada Act, 2019 (Bill C-81)

Ontario Human Rights Act, 1990

New Brunswick Human Rights Act, 2011

Nova Scotia Human Rights Act, 1989

P-203p Employment Accommodations – Procedure

P-202p Alternative Work Location Arrangements - Procedure