COLLEGE POLICY

Policy No. & Title:	**P-202 Alternative Work Location Arrangements**
Policy Sponsor:	Vice President, People & Culture and Career Services
Reference Cmtee:	Policy & Procedure Committee
Effective:	2026-08-01
Next Review:	2027-07-31

Purpose

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

Scope

This policy applies to all College employees.

Definitions

Remote Working Environment: Refers to working outside of the Colleges traditional office or Campus environment.

Hybrid Working Environment: Refers to a working schedule that includes working from a Remote Working Environment and the traditional office or Campus environment.

Home: Refers to the single residential address, located within the employee's Province of Employment, that has been approved by the College and recorded in the employee's employment contract or People & Culture's file as the employee's remote work location. An employee's Home is a fixed, approved address. It is not wherever the employee happens to be on a given day.

Province of Employment: Refers to the province in which the employee's approved Home or assigned Campus is located, as stated in the employee's employment contract. The Province of Employment determines the employment standards legislation and tax obligations that apply to the employee.

Working from Home: Refers to a situation where an employee completes their entire workload, or a portion of that, at their approved Home instead of at the College's traditional office environment. Work performed at any other location is not Working from Home and is not permitted.

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.
- Generally, the company expects all employees to come to work every day, on time, regardless of status, position or location. The company is willing, however, to support special arrangements under certain guidelines as it may be beneficial for both employer and employee.
- The College must know where employees are working each day. Employees are expected to work in their contracted working environments. If there is a sudden change in the employee's schedule, they are expected to notify their manager as soon as possible.
    - Working from home is not the same as working from anywhere. Remote work may only be performed at the employee's approved Home or at a College Campus. Working from any other location is not permitted, whether that location is inside or outside the employee's Province of Employment. This includes, but is not limited to, a cottage or vacation property, a family member's or friend's home, a hotel or rental, or while travelling. An employee who is away from their approved Home, including while on vacation, must be on approved leave for that time and may not work from that location. For clarity, work includes checking and responding to email or messages and attending meetings. The only exception is a temporary change pre-approved in writing under the extenuating circumstances provision of this Policy. Vacation and personal travel are not extenuating circumstances.

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- Employee contracts will dictate the employee's location of work and percentage of workload in each location. Contracts may dictate a Campus location, remote work from home location, or hybrid working environment.
    - Employees are expected to work in the location to which they are contracted. For remote and hybrid employees, this means their approved Home. It does not include any other address, even temporarily.
    - Employees must obtain written approval from their manager and People & Culture before changing their approved Home (for example, when moving). A move outside the employee's Province of Employment is not automatically approved and may require a change to the employee's employment terms.
    - Senior people leaders may pre-approve a change to work locations under extenuating circumstances only. Any change under extenuating circumstances should be temporary in nature such as an accommodation. Vacation and personal travel are not extenuating circumstances.
- Employees contracted to hybrid or remote working environments are welcome to come into their traditional College office more frequently than contracted, should they decide to do so.
- New hires should have an expectation of spending more time in person at a Campus location regardless of their stated contract.
- People leaders have the flexibility to establish in person meetings with their teams that may increase time at their traditional College Campus or office at any time.
- 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).

- All employees must abide by the dress code of the College regardless of working environment.
- All employees are expected to work assigned hours regardless of working environment.
- Hybrid work environment employees must determine their work location a minimum of one month in advance, to be posted by their manager. Managers of working environments (ie. Campus Directors) must be made aware of schedules of all employees who report to the physical workspace they are responsible for. Employees will be held accountable for their schedule.
- All employees are responsible for informing their manager and the manager of their working environment (ie. Campus Director) should their scheduled location change. Direct managers are responsible for appropriately communicating absences to all related parties.
- All employees are responsible for the health, safety, cleanliness and community culture of their Office or Campus working environments.
- 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