

## HYBRID WORKPLACE

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Vice-President, Administration
<b>Related Policies / Legislation</b>	BRP – 225, 04 – Labour Relations Management Policy 14 Appropriate Use of Information Technology Resources BDP – 225 Human Resource Development and Management <i>Workers Compensation Act</i> WorkSafeBC Policies and Procedures <i>Freedom of Information and Protection and Privacy Act</i>

### PHILOSOPHY/PURPOSE

The University (UFV) seeks to provide a positive work environment for employees and an engaging learning environment for students. UFV is organized academically and operationally to achieve these overarching goals. A hybrid work environment may contribute to this aspiration.

This policy establishes a framework for approving employees to work at a UFV campus location and a Remote Work Location, typically their residence. The policy also outlines the expectations of employees when work is being carried out at their Remote Work Location.

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### SCOPE

This policy applies to all employees.

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### DEFINITIONS

In this policy, the following definitions apply:

**Hybrid Work:** Work that recurrently occurs at both on-campus and at approved Remote Work Locations.

**Hybrid Work Arrangement:** The written agreement that sets out an employee’s Hybrid Work Arrangement.

**Remote Work:** The performance of some of an employee’s work at a Remote Work Location.

**Remote Work Location:** The location designated for Remote Work in the Hybrid Work Arrangement.

## PRINCIPLES

The following values guide this policy:

- The importance of the academic mission, which is centred around teaching, research and service commitments;
- The commitment to prioritizing student experience and outcomes;
- The goal of sustaining or improving service levels, quality of work, and productivity;
- The desire to protect and promote institutional culture, team dynamics, and the potential for collaboration, creativity, and innovation;
- The importance of having vibrant campuses and learning, research, and community engagement sites;
- The need to ensure optimal space utilization and financial sustainability;
- The commitment to a consistent institutional approach while maintaining the ability to adapt to changing circumstances.

## POLICY

### 1. General

- a. UFV requires a Hybrid Work Arrangement that contains a work schedule and a defined Remote Work Location. UFV approves or discontinues employees' participation in a Hybrid Work Arrangement.
- b. Employees approved for a hybrid work arrangement may be required to share an on-campus workspace.
- c. Employees may not be able to work remotely in a manner consistent with their approved arrangement due to work requirements, including but not limited to meetings, professional development, training, events, or other on-site work activities in which they are expected to participate in person.
- d. Scheduled remote workdays cannot be banked or rescheduled. Employees are responsible for keeping track of public holidays, university events, and any other activity that may interfere with the specific terms of a Hybrid Work Arrangement. UFV will endeavour to provide notice of work activities that alter a remote work schedule.
- e. Remote Work Locations must be within BC and within a commutable distance of UFV. Exceptions, including for Teaching Faculty, shall require the prior approval of the President, a Dean or Vice-President in consultation with Human Resources. Direct reports to the President require the President's approval.
- f. Employees with Hybrid Work Arrangements conduct off-campus work from their Remote Work Location unless approval is granted to work at an alternate location.

## **2. Teaching Faculty**

- a. Teaching Faculty have traditionally worked both on and off campus to fulfill the commitments associated with their roles. Their work will continue to be arranged based on collegial discussions with their Heads, Directors, Associate Deans, and Deans, outside of the Procedures of this Hybrid Workplace Policy.
- b. Teaching Faculty and academic leaders must consider the principles of the Hybrid Workplace Policy when making decisions. The dean has final decision-making authority, which is subject to review by the Provost at the applicant's request.

## **3. Office Equipment and Expenses**

- a. Employees conduct UFV work duties using a computer supplied and maintained by UFV. To maintain data security and confidentiality, employees are subject to all applicable rules and policies, including those relating to the use of software.
- b. For Remote Work Locations, employees must provide any other equipment, the workspace, and office furniture and pay any associated costs. UFV supplies the equipment, workspace, and office furniture for on-campus work locations.
- c. Employees must provide a sufficient Internet connection to work consistently and effectively from their Remote Work Location.
- d. Employees working under a Hybrid Work Arrangement will use approved softphone technology or a UFV-provided mobile phone as determined by the Manager.
- e. Consistent with the working conditions for all UFV employees, employees working under a Hybrid Work Arrangement will not be reimbursed for mileage or expenses from the Remote Work Location to attend a UFV campus location.

## **4. Workplace Safety**

UFV ensures safety guidelines and procedures exist at all work locations, including remote worksites. All employees are responsible for following safety guidelines and procedures and cooperating to maintain a safe remote work location. Procedures under this policy will specify safety requirements unique to a Remote Work Location. UFV may require that employees provide evidence satisfactory to UFV that a Remote Work Location and its conditions meet safety requirements.

## **5. Work Expectations and Performance**

- a. Employees approved for a Hybrid Work Arrangement must continue to perform their duties in a way that meets performance expectations and is consistent with employees working on campus. To be eligible to apply for a hybrid work arrangement, an employee must have satisfactory performance and have

completed safety and Respectful Workplace orientations and other relevant training that UFV may identify.

- b.** UFV retains the right to evaluate and adjust work arrangements, including Hybrid Work Arrangements, to meet operational needs.
- c.** Hybrid Work Arrangement employees must comply with all UFV rules, policies, instructions, and applicable laws that would apply if the employee were working fully on campus.
- d.** Employees working remotely will make appropriate provisions for the care of dependents comparable to those undertaken for on-campus work.

## **6. Terms and Conditions of Employment**

This policy does not amend any existing employment terms and conditions, including those of the collective agreement and those applicable to exempt employees.

## **7. Privacy, FOIPPA and related Data Security**

Employees are bound by the Freedom of Information and Protection of Privacy Act (“FIPPA”). They must take all reasonable steps to protect data and personal information accessible from the Remote Work Location. In addition, employees must be familiar with and abide by UFV’s Appropriate Use of Information Technology Resources policy (#14) in the “Working Away from the Office” section.