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| Effective Date   | 2024-11-25 |
| Next Review Date | 2031-11    |

## HYBRID WORKPLACE

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| <b>Responsible Department</b>         | Human Resources  |
| <b>Responsible Executive</b>          | Vice President, Administration   |
| <b>Related Policies / Legislation</b> | Hybrid Workplace Policy<br>Policy 14 Appropriate Use of Information Technology<br>Resources<br><i>Workers Compensation Act</i><br>WorkSafeBC Policies and Procedures<br><i>Freedom of Information and Protection and Privacy Act</i> |

### 1. Definitions

In these procedures, the definitions in the Hybrid Workplace Policy and the following apply:

**Hybrid Work:** Work that recurrently occurs both on-campus and at approved remote work locations.

**Hybrid Work Arrangement:** The written agreement that details 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. Remote work locations must be within BC and a commutable distance of UFV. Any exceptions, including Teaching Faculty, shall require prior approval of a Dean or a Vice-President, with the concurrence of Human Resources.

**Role Profile:** The configuration of a position

**Manager:** An exempt Manager

**Approver:** An exempt Manager (or designate)

### 2. Hybrid Roles

There are three Role Profiles:

1. **On-site:** Work occurs at a UFV worksite for all scheduled days:
  - a. The employee is assigned a dedicated workstation
  - b. The employee is provided with all necessary work equipment by UFV
2. **Blended:** Work occurs at both a UFV worksite and a Remote Work Location:
  - a. 2-4 days/week at a UFV worksite
  - b. The employee may be assigned a shared workstation
3. **Off-Site:** Primarily works from a Remote Work Location:
  - a. Managers are not eligible for Off-Site roles
  - b. The employee has a regular, weekly presence at a UFV worksite (minimum one day/week)
  - c. The employee is not assigned a dedicated workstation
  - d. Managers are eligible for on-site and blended role profiles only

Approvers are responsible for evaluating and assigning the Role Profile based on the position and department's operational requirements.

To determine the appropriate role profile, Approvers will consider:

- UFV's preference for in-person and on-campus work
- The principles of the Hybrid Work Policy
- The role's operational requirements include tasks, interdependence with other roles, service, and space requirements

### 3. Approval and Review Process

- a. An employee or a manager may initiate a Hybrid Work Arrangement.  
**Note:** Probationary employees are generally not eligible for Hybrid Work. Exceptions require approval of a Manager, satisfactory performance and subsequent completion of all required evaluations.
- b. Mutual agreement is required to finalize a Hybrid Work Arrangement.
- c. Remote work may commence once a Hybrid Work Arrangement has been completed and approved.
- d. Hybrid Work Arrangements shall be reviewed at least annually.

### 4. Hybrid Work Arrangements

Hybrid Work Arrangements consist of the following two components:

- a. **The Hybrid Work Form** details the Role Profile, the Remote Work Location, and the schedule of days worked at each.
- b. **The Safe Worksite Checklist** details the mandatory conditions for a safe Remote Work Location.

### 5. Safety

- a. Employees must complete the Safe Worksite Checklist in full, certifying that each listed condition has been met.
- b. Approvers must ensure that the checklist is complete and compliant.
- c. UFV reserves the right to request confirmation that the listed conditions comply with its Workers' Compensation Act obligations. This includes requesting photos, videos, or a guided visit to a Remote Work Location. Employees are not required to provide more information than the completed checklist. However, failure to respond to confirmation requests may result in discontinuing the Hybrid Work Arrangement.

### 6. Situational variables

Employees working remotely must advise their manager expeditiously if their ability to work productively has been compromised. This might include changes to working conditions such as:

- a. The safety or privacy of the Remote Work Location
- b. The care arrangements for dependents
- c. Internet or equipment malfunction

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

Employees are reminded that they are bound by the Freedom of Information and Protection of Privacy Act ("FOIPPA") and must take all reasonable steps to protect data and personal information accessible from the Remote 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.