



Procedures for Flex Place

Parent Policy:	<i>Flexible Work Policy</i>		
Procedure Reference:	FWPR2_2211N_SPN/PRE		
Procedure Sponsor:	Associate Vice President, People Services		
Procedure Contact:	Associate Vice President, People Services		
Stakeholders:	Employees		
Approved by:	President		
Effective Date:	December 1, 2022		
Last reviewed:	December 2022	Scheduled review date:	December 2027

1. Purpose

The purpose of this Procedure is to set out Okanagan College's process for receiving and approving requests from Employees to work at other locations than their primary base. This can also be referred to as hybrid working.

2. Scope & Responsibility

This procedure applies to all Employees.

3. Responsibility for the Processes

- 3.1 Vice Presidents (VPs), Associate Vice Presidents (AVPs), Deans, Registrar and Directors or their designates are responsible for determining the appropriateness of any Flex Place arrangements within their departments. They are expected to assess Employee applications reasonably and consistently.
- 3.2 The People Services Department is responsible for providing advice and support to Employees and Managers on all aspects of the Procedures for Flex Place.
- 3.3 Employees applying for a Flex Place arrangement must ensure a safe workspace at any alternate location and must adhere to the requirements of the *Flex Place Framework*.

4. Flex Place Framework

- 4.1 Flex Place work arrangements will be discussed between the manager and the Employee. Employees may request Flex Place work arrangements and such arrangements may be approved based on operational needs.
- 4.2 A Flex Place work arrangement is not an entitlement and may be subject to review at any time. All such work arrangements are voluntary and can be canceled or amended based on

- operational needs or the employee's work performance at the request of either the employee or the manager.
- 4.3 Managers in consultation with the applicable VPs, AVPs, Directors, and Deans are responsible for making final decisions on individual Flex Place work arrangements on a case-by-case basis.
 - 4.4 No Employee will be required to work from other locations by the College unless it is a defined part of their job duties.
 - 4.5 Employees who request to work from home must be able to provide a suitably confidential and safe workspace and access to appropriate Okanagan College technology. Employees must have sufficient internet bandwidth to complete their work at their own cost.
 - 4.6 Flex Place work arrangements do not apply to all jobs and positions, and may not be suitable in cases where:
 - a) The functions of the position require a face-to-face on-campus presence to meet student and Employee needs.
 - b) Team projects require in-person collaboration.
 - c) Departmental operational requirements demand an on-campus presence.
 - 4.7 In general, Employees in Flex Place work arrangements will work a hybrid of on-campus and at-home arrangements or at another approved location.
 - 4.8 For faculty a flex place arrangement applies when they are not required on campus for teaching, meetings, or other assigned duties.
 - 4.9 All Employees are required to work on-campus for some of their regular work time, and employees must be available to attend work on-campus at any given time.
 - 4.10 The Employee is responsible for all costs and transportation costs associated with requirements to attend work on campus.
 - 4.11 Employees with a Flex Place work arrangement may be required to share their on-campus workspace.
 - 4.12 All Employees must live in British Columbia (BC) due to collective agreements' jurisdiction, WorksafeBC, and tax implications.
 - 4.13 Employees with a Flex Place work arrangement will work under the same terms of employment, collective agreement, and regulatory statutes as if they were working on-campus.
 - 4.14 As Flex Place arrangements are voluntary, variable and subject to change, the College will not provide Employees participating in such a work arrangement with a T2200 tax form.
 - 4.15 A Flex Place arrangement is not a substitute for dependent care, and employees are required to have adequate care arrangements in place when working from home.
 - 4.16 All Employees in a Flex Place work arrangement will be requested to complete a Flex Place application, which includes an attestation of the safety of their alternate work environment.
 - 4.17 This procedure is also to be used to respond to short-term emergency situations, where an Employee may need to work from home for longer periods or from a different location due to an emergency. If there is a requirement to temporarily adjust any of the framework elements for a short-term emergency managers should consult their Business Partner, People Services.

5. Decision Making Criteria

Appendix A sets out the criteria for assessing whether a Flex Place work arrangement is appropriate for a position.

6. Flex Place Work Arrangements

- 6.1 The nature of each individual Flex Place work arrangement will be determined in discussion between the Employee and the Supervisor, and the operational requirements of the position will be the primary consideration.
- 6.2 It is anticipated that most requests will be Employees wanting a mix of working on-campus and at their home, however other locations, such as working at another campus part of the time will also be considered if space is available.
- 6.3 There is no set pattern for Flex Place arrangements, some potential examples include:
 - a) Working regular days on campus and off-site on a fixed basis e.g., 1 day off-campus and 4 days on-campus, 2 days working off-campus and three days on-campus or any other combination.
 - b) Working alternate weeks on and off site.
 - c) Working half days on-site and half days off-site.
 - d) Working an irregular work schedule, identifying days to work on-campus or off-campus on a weekly, bi-weekly, monthly, or yearly basis.
 - e) Working primarily off-campus with regular or irregular times on-campus.
 - f) Extended periods working on campus, and extended periods working off campus depending on operational needs.
 - g) Short-term emergency arrangements could include working off-site 100% for a defined reason and for a defined period.
 - h) Or any other combination that works for the employee, the department and meets the operational requirements of the position.
- 6.4 The overarching framework requires all Employees to live and work in BC, and that no Employee will be 100% remote. However, there is no minimum attendance required on campus, as that will be determined between the supervisor and the Employee within the approval framework.
- 6.5 Employees seeking a Flex Place work arrangement due to medical or non-medical accommodation needs will be referred to the People Services Department for assessment under the College's accommodation processes.

7. Flex Place Approval Process

- 7.1 *Discussion:* The first step in determining the applicability of a Flex Place work arrangement should be a discussion between the manager, the Employee, and/or team to assess whether such an arrangement is suitable for the position/department. Guidance on what to include in these discussions is included in the *Flex Place Employees Guide* and the *Flex Place Leaders Guide*.

- 7.2 *Review and Application:* Supervisors will review the information gathered and if they determine that a Flex Place work arrangement is applicable they will ask the Employee to complete the *Flex Place Request Form*, and to review the Flex Place Safety document *Working From Home Safety Review*.
- 7.3 *Approval:* Supervisors review the application with the applicable VP, AVP, Dean, Registrar or Director, and approve or deny the Flex Place request. If the request is denied the manager should provide the Employee with an explanation as to why such a work arrangement is not considered suitable for the position. A decision to deny a Flex Place request is not grievable.
- 7.4 *Implementation:* Managers and the department makes plans, activates appropriate Information Technology and safety arrangements, and begins the Flex Place work arrangement.

8. Technology and Equipment Support

- 8.1 Participation in a Flex Place work arrangement is entirely voluntary and as such Employees are expected to provide the following equipment when they are working at home:
- Suitable desk and chair.
 - Internet services with the bandwidth necessary to enable effective work and connections.
 - A confidential workspace, including secure storage of any confidential materials.
- 8.2 The College may provide other electronic equipment an Employee needs to support approved Flex Place arrangements.
- 8.3 For telephone connection while working from home, two options exist:
- For internal and external calls, Employees can use the Microsoft Teams call functions.
 - For Employees with an Okanagan College provided cell phone, that service/equipment can be used for calls when working from home.

9. Related Acts and Regulations

College and Institute Act
BC Human Rights Code
Occupational Health and Safety Regulations

10. Supporting References, Policies, Procedures and Forms

Procedures for Flex Scheduling
Flex Place Leaders Guide
Flex Place Employees Guide
Working from Home Safety Review
Flex Place Request & Safety Assessment Form (available on Etrieve)

History / Revisions

Date	Action
2022-11-02	<i>New Procedure Approved by Executive Team:</i> Procedures for Flex Place (rescinds and replaces (2011) Telecommuting Policy – Emergency or Extraordinary Situations)

Date	Action
2011-02-05	<i>Approved by President:</i> Telecommuting Policy – Emergency or Extraordinary Situations

APPENDIX A

Criteria for Assessing Whether Flex Place Work Is Appropriate for A Job	
On Campus – work that must be done on-site 100% of the time	Flex Place Work – work that is a regular mix of on-site and off-site work
<p><i>Determining if a job must remain 100% on-campus is based on the following criteria:</i></p> <p>Requires or benefits from regular in-person contact with students or needs to be on-site all the time to support the student experience</p> <p>OR</p> <p>Is engaged in essential on-site based activity</p> <p>OR</p> <p>Requires or benefits from face-to-face (F2F) interaction or in-person collaboration or communication</p> <p>OR</p> <p>Requires specialized on-site based facilities to complete essential work or to fulfil regulatory obligations or service requirements</p> <p>OR</p> <p>Requires regular access to confidential information that must be secured on-site</p> <p>OR</p> <p>Is performed by an employee unable to attest to a safe, secure, and appropriate remote workspace</p> <p>OR</p> <p>Requires a level of ongoing training or supervision that could not be provided when working off-site</p> <p>AND</p> <p>Can be performed safely on campus</p>	<p><i>The amount of off-site Work is determined by considering the following criteria:</i></p> <p>Requires or benefits from in-person interaction with students some of the time</p> <p>OR</p> <p>Is engaged some of the time in essential on-site based activity</p> <p>OR</p> <p>Requires or benefits some of the time from F2F interaction or in-person collaboration or communication</p> <p>OR</p> <p>Does not require in-person interaction with students</p> <p>AND</p> <p>Is not engaged in activities that require access to on-site facilities or equipment</p> <p>AND</p> <p>Does not require or benefit from F2F interaction or in-person collaboration or communication, relying rather on high levels of independence</p> <p>AND</p> <p>Can be performed at consistently high level, with no expectation from students, other staff, or partners to be on-site</p> <p>AND</p> <p>Is performed by an employee able to ensure a safe remote work environment and adherence to all privacy and security protocols</p> <p>OR</p> <p>Is subject to accommodation under the Human Rights Code</p>