



2021/22 Hybrid Workplace Pilot Program

The Hybrid Workplace Pilot program is intended to explore the concept of a hybrid work arrangements for staff and academic support faculty members selected for participation in the pilot, providing the ability to work both on Campus and from a remote location.

The pilot is intended to produce the following outcomes:

- x Provide an opportunity for staff and academic support faculty to explore the benefits of working both from home and on campus (hybrid workplace)
- x Identify opportunities to enhance or improve service offerings to students
- x Enable departments to explore key considerations related to remote work for staff and academic support faculty
- x Identify both opportunities and barriers related to hybrid work arrangements
- x Explore and measure the impact on environmental sustainability, productivity and employee engagement
- x Inform the development of a Hybrid or Remote Work Policy
- x Ensure that UFV continues to have a vibrant Campus for students, staff and faculty that workplace flexibility enhances our culture

The 2021-22 Hybrid Workplace Program does not include the option to only work from a remote work location. Because of the significant impact on departmental operations, applications for participation in the pilot are made on a departmental basis.

This pilot does not alter or replace the existing terms and conditions of employment. All UFV policies, procedures and provisions outlined within the Collective Agreement apply as if the pilot participants were on Campus.

The University will determine suitability of work and positions identified for pilot participation and retains sole discretion over approvals. The number of pilot participants will be limited. As all pilot participants will be issued a laptop computer and headset compatible with soft phone technology, participation in the pilot will be limited.

Eligibility

All of the pilot participants are required to work on campus for a portion of their work duties. The schedule of on and off-site duties will be agreed to in advance. The schedule may only be altered by mutual consent.



4. Pilot participants accept and acknowledge that there is no reimbursement for travel from the remote work location to attend a UFV campus location. This is consistent with the working conditions for all UFV employees.
5. Pilot participants will conduct UFV work duties using a computer supplied and maintained by the University, subject to all applicable rules, policies, including software to maintain data security and confidentiality.
6. Pilot participants will get their remote office supplies from their department and when necessary through the approved purchasing process established. Office supplies purchased that do not use the approved UFV process will not be reimbursed.

Health and Safety

UFV is responsible for ensuring that safety guidelines and procedures exist at all work locations, including remote work sites. Employees are covered by WorkSafeBC for related injuries that occur in the course of employment within this designated workspace and during the remote work schedule. The University is not responsible for any injuries at the remote work location that are not work-related. Employees are liable for any injuries to third parties that occur on their premises.

Employer representatives, accompanied by an JOHS Committee member, may make onsite visits at an agreed time to ensure that the workspace is safe and free from hazards.

Employees participating in the Hybrid Workplace Pilot program are responsible for the following:

1. Maintaining a designated and dedicated workspace that is safely maintained, free from hazards and that meets occupational safety standards for workplaces and office ergonomics.
2. Complying with all safe work procedures. This includes complying with operational requirements of the Working Alone or in Isolation program (where identified as working within the scope of this program).



Work Expectations and Performance

It is essential that participants continue to perform their duties in a manner consistent with individuals working on Campus.

1. Pilot participants agree to regular communications, including video meetings whereby cameras are turned on and are expected to be available by telephone, email and any other electronic means as if working at the regular workplace. Individuals must keep supervisor aware of any time they might be unavailable, as per usual.
2. Participants agree to keep their managers/supervisor advised of work progress as per usual
3. Pilot participants must stay current with relevant work issues as they would if attending the regular workplace. The Remote Work Pilot must perform all regular work functions and duties, including communication
4. The University retains the ability to evaluate and adjust work arrangements to meet operational needs with the highest priority placed on meeting the needs of students and operational outcomes.
5. Evaluation of work performance is to be consistent with those employees on Campus. Supervisors/managers retain the ability to evaluate and adjust work arrangements to meet operational needs
6. The remote work location must be free from distractions

Hours of Work

The hours of work for pilot participants will be unchanged from their regular hours of work unless otherwise specified in writing

1. Any overtime worked must be pre-approved using existing internal processes.
2. Approvals for and the scheduling of leaves is to continue as normal. For example, instances whereby the employee must leave the remote work location for personal business is to be requested, approved and scheduled in the same manner as employees working on Campus.

Privacy, FOIPA and related Data Security

Pilot participants continue to be bound by the Freedom of Information and Protection of Privacy Act. In addition, participants must make themselves familiar with and comply with the sections 120 of the Appropriate Use Policy are reproduced below:

