

# 202 î/2 ï ~ z OE Hdylárje Workplace Pilot Program

The Hybrid Workplace Piloptrogramis intended to explore the concepts a hybridwork arrangements for staff and academic support faculty member selected for participation in the pilot, providing the ability to work <u>both</u> on Campus from a remote location.

The pilotis intended toproduce the followingoutcomes:

- x Provide an opportunity for staff anacademic supportaculty to explore the benefits of working both from home and on campu(saybrid workplace)
- x Identify opportunities to enhance or improve service offerings to student
- x Enable departments toxplore key considerations related to remote work for staff and academic suppro faculty
- x Identify both opportunities and barriers related toybrid 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 feend that workplace flexibility enhances our culture

The 202î-2 ï HybridWorkplaceProgram does not include the option to only work only fram remote work location.Because of the significant impact on department abperations, applications for participation in the pilot are made on a department basis.

Thispilot does notalter or replace the existing erms and conditions of employment All UFV policies, procedures an provision soutlined within the Collective Agreement apply ais the pilot participants were on Campus.

The University will determine suitability of work and positions identified for pilot participation and retains sole discretion over approvalsThe 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 towork on campusor a portion of their work duties. The schedule of on and off-siteduties will be agreed to advancet the schedule may only be altered by mutual consent.W]o}š ‰ Œš]]‰ vš• uµ•š PŒ š} }u‰oÇ Á]šZ šZ Œ (µ]Œ } µu všX



- 4. Pilot participants accept and acknowled there is nore imbursement for travefrom the remote work location attenda UFV campus location. This is consistent with the working conditions for all UFV employees.
- 5. Pilot participants will conduct UFVowk duties using a computer supplied annahintained by the University, subject to all applicable rules, policienscluding software to maintain data security and confidentiality
- 6. Pilot participants will get their remote office supplies from their department when necessary through the approved purchasing process establist field supplies purchased that do not use the approved UFV process will not be reimbursed.

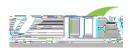
#### Health and Safety

UFV is responsible for ensuring that safety guidelines and procedures exist at all work locations, including remote work sites. Employees are covered by WorkSafeBC-freeligited injuries that occur in the course of employment within this this designated rkspace 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.
- Complying with all safe work procedures. This includes complying with appearati requirements of the Working Alone or in Isolation program (where identified as working within the scope of this program).



## Work Expectations an Performance

It is essential that participants continue to perform their duties in a **nearc**onsistent withindividuals working on Campus.

- 1. Pilot participants agree to regular communications, including video meetings where wide cameras are turned on and 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 managersoupervisor advised of work progresses per usual
- Pilot participants must stay current with relevant work issues as they would if attending the regular workplace. The Remote Work Pilot must v } š š } ] u ‰ u ‰ o } Ç [•] o ] š Ç š } regular workfunctions and duties, including communication
- 4. The University retaisthe 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.
- Evaluation of work performance is be consistent with those employees 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

#### Hoursof Work

The hours of work for pilotaprticipants will be uchanged from their regular hours of work nless otherwise specified in writing

- 1. Any overtime worked must be præpproved using existing internal processes.
- 2. Approvals for and the schedulingleaves is to continue as normalFor 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 reted Data Security

Pilot participants continue to be bound by the Freedom of Information and Protection of Privacy Act ~^&/WW \_• v uµ•ššl oo Œ •}v o •š‰•š} v•µŒ šZ ‰Œ}š ]} accessible from the remote location addition, participants must make themselves familiar with and ] Ç h & s[• ‰ ‰ Œ}‰ Œ]š h• }( }u‰µš]vP v E šÁ}ŒI Z •}µŒ • % Z t }ŒI]vP Á Ç (Œ}u šZ K((] [ ~šZ ^ ‰ ‰ Œ}‰ Œ]‰ Œ] šections 1220}of] Ç\_•X & } the Appropriate Use Policy are reproduced below: