



Northlands College Policy

Blended Work Arrangement

Policy Statement

Northlands College will address temporary situations for employees to work from home on a part-time basis. The College is provided with the authority to direct employees to work both from their campus and from their home. This is the blended work arrangement.

Associated Procedures / Documents:

Guidelines – Blended Work Arrangements for Supervisors, Guidelines – Blended Work Arrangements for Employees, Blended Work Arrangements Form, Information Technology Use Policy, The Saskatchewan Employment Act, Workers Compensation Act and The Collective Bargaining Agreement between Northlands College and SGEU

1. Purpose/Philosophy:

While it is expected that normally staff will be in the workplace, it is accepted that there may be certain extraordinary circumstances where an individual, their Supervisor, Manager and their Vice President agree that it is mutually beneficial for that individual to work at home, on a part-time basis.

2. Policy:

- a) The College will continue to meet its obligations under legislation.
- b) Senior Management can impose blended work arrangements when Health and Safety considerations are a factor.
- c) Working from home is a privilege, not a right however, an employee may request a blended work arrangement at any time. The request must include rationale for mutually beneficial terms for working from home.
- d) A member of Senior Management will have the final determination on the viability and the terms of blended work arrangements.
- e) The blended work arrangements are temporary.
- f) Blended work arrangements must fulfill the expectations of the employee's role.
- g) Blended work schedules must be consistent with the employee's normal total hours of work in a day.
- h) Work from home must be in a designated space, appropriate to the nature of the work, and meet occupational health and safety requirements.
- i) In-person contact for College business purposes with other employees, clients, stakeholders or students cannot occur at an employee's residence.
- j) Employees with approved blended work arrangements must adhere to the terms and conditions of employment, relevant Collective Bargaining Agreement, legislation, regulations and policies.

3. Scope:

This policy applies to all current employees of the College including:

- a) in-scope full time & part time;
- b) out-of-scope non-management; and
- c) out-of-scope management.



Northlands College Policy Blended Work Arrangement

4. Definitions:

- a) **Blended Work Arrangement** is defined as a situation where the College deems circumstances are appropriate for an employee of the College to be compensated for performing assigned responsibilities from their work location and from their home.

5. Responsibilities:

- a) The Human Resources Manager is responsible for:
 - i. ensuring that this policy is effectively implemented.
- b) A member of Senior Management is responsible for:
 - i. making the final decision as to whether or not a blended work arrangement will be approved.
- c) Supervisors are responsible for:
 - i. working with the employee to develop a plan and timelines; and
 - ii. monitoring the progress of the work plan and meeting of timelines.
- d) Employees are responsible for:
 - i. participating in the design of the blended work arrangement with their Supervisor;
 - ii. being self-motivated, results orientated, and meeting priorities and deadlines;
 - iii. providing responsive learning and other support services to students, prospective students, clients, internal clients and the general public;
 - iv. working independently with minimal supervision;
 - v. meeting the expectations in their current positions;
 - vi. communicating regularly with their Supervisor to provide status of work and;
 - vii. having a home situation conducive to work at home and that will meet occupational health and safety requirements.


6. Expectations:

- a) A blended work arrangement is a shared responsibility between employees, supervisors and a member of Senior Management.
- c) The position must be well suited for such an arrangement.
- d) Clearly defined objectives that can be subject to performance measurement are arranged by mutual agreement with the employee and supervisor.
- e) Coordination of tasks within a department and with other departments must be maintained.
- f) Where collaboration and interaction are necessary, college email, telephone or video conferencing is to be used, based on the need.
- h) The home workspace must include the following:
 - i. Clear and unobstructed aisles, walkways, stairs, if applicable and exits.
 - ii. Surroundings are free of “trip, slip or fall”, fire and other hazards.
 - iii. Proper ergonomics and appropriate lightning.
 - iv. Adequate and safe storage.
- j) Employees working from home must ensure:
 - i. that adequate safeguards are in place to protect confidential information;
 - ii. their laptop screen is not easily viewed by others;
 - iii. proper logout of computers when not in use;
 - iv. passwords are used on all devices; and



Northlands College Policy Blended Work Arrangement

- v. documents should be placed in folders and put away so that they cannot be easily viewed by others.
- k) Employees working from home should use equipment provided by the employer in accordance with the Information Technology Use Policy 205.
- l) Employees working from home must be available to their managers, teams, College students and internal/external clients during regular working hours.

Policy Originated: November 20, 2020	Approved by: Board of Directors
Last Approved: December 18, 2020	Signature: 



Northlands College Policy Blended Work Arrangement

Appendix A

Blended Work Arrangements

Guidelines For Northlands College Supervisors

1. When you and your employees are not working in the same location regularly, establish working hours with your employees and regular communication to keep everyone on track and connected.
2. Check in with your staff regularly by phone, Microsoft Teams, etc. to make sure they are set up, determine how they are doing, help them resolve any work-related issues and discuss status of work to keep your staff on track. There may be other employees who are very busy and if any of your employees are not fully occupied with work for their set hours, these employees may be able to help others.
3. Should an employee volunteer information about their family needs (i.e. children, elderly parents, sick family members, spouse not working, loss of income) then have the employee prepare an accommodation request in writing, then forward it to Human Resources and your Director or Vice President.
4. Confirm with staff that their home workspace and setup are appropriate according to health and safety legislation, including having clear and unobstructed aisles, walkways, stairs and exits; suitable ergonomics; lighting and electrical safety; free of hazards; and having proper emergency procedures in place.
5. Remind employees that they must adhere to the “Information Technology Acceptable Use” policy 205 found on the College’s website.
6. Hold weekly team meetings or more often, if needed, and provide everyone an opportunity to talk.
7. Supervisors to review and discuss Virtual Meeting Tips with employees.

Virtual Meeting Tips:

- a) Provide 5-7 minutes at the start of each meeting for staff to check in, ask how everyone is doing, provide an opportunity to share a story, engage.
 - b) Establish ground rules to ensure staff turn off their phones, don’t check emails or multi-task but rather focus on the meeting and those present.
 - c) Supervisors should model the behavior they expect of their staff-use your camera if your internet permits, focus, use of technology, asking questions, etc.
 - d) Follow up a virtual meeting with communication (email, meeting notes, or minutes) to make sure everyone heard and understood the information from the meeting, they will support or abide by the conclusions or the outcome, and they understand what is expected of them.
8. Trust your employees to complete what is expected of them but if you observe things such as unavailability during work hours or repeated requests to extend deadlines on work assignments, then speak with your Director/VP and involve Human Resources.
 9. Set specific outcomes and expectations of staff with timelines and results, like you have always done and your review will be outcome-based as opposed to the process.
 10. Provide staff with regular updates to ensure they continue to feel informed.
 11. Support your staff during the blended work arrangement but if you need assistance, please speak with your Director/VP or Human Resources.



Northlands College Policy Blended Work Arrangement

Appendix B

Blended Work Arrangements

Guidelines For Northlands College Employees

Principles, Criteria & Guidelines for Blended Work Arrangements

- While it is expected that normally staff will be in the workplace, it is accepted that there may be certain extraordinary circumstances where an individual, their Supervisor, Manager and their Vice President agree that it is mutually beneficial for that individual to work at home, on a part-time basis.
- Blended work-from-home and work at the employee's College location arrangements are to be compatible with the employee's job duties and responsibilities.
- When assessing blended work arrangements, Managers and Supervisors should consider the following factors:
 - nature of position/tasks,
 - the work which can be completed from home, specifically the employee's core duties
 - operational needs - the requirement to provide student supports and other customer services to students on campus and to the general public
 - existing technology/technological infrastructure (or operational needs)
 - ability to maintain appropriate service levels to students, the public and to fellow employees,
 - performance and productivity of the employee
 - the ability to work independently with minimal supervision.
 - in-person contact with clients / stakeholders / students shall not occur while working from home.
 - written plan and rationale outlining responsibilities/expectations (see Blended Work Arrangements Form)
 - working from home must be in a designated space, appropriate for the nature of work, and meet occupational health and safety requirements
- Supervisors will initiate regular contact to ensure employees are supported, expectations are clearly outlined and that employees remain accountable for maintaining agreed upon hours of work and achieving assigned tasks and identified outcomes.
- Employees are required to be responsive to College students, internal/external clients, co-workers, the public and other stakeholders during regular work hours.
- Employees are required to ensure they sign in and sign out each time they enter/exit a campus/building.
- Employees who have received approval for blended work arrangements are to participate in meetings and report to campus as required by Senior Management.
- Employees working from home should use equipment provided by the employer in accordance with the Information Technology Acceptable Use policy 205.
- Blended work arrangements will be reviewed regularly to determine if work outcomes are being met and if it is in the best interest of the College and the Employee to continue the arrangement.
- Employment legislation, the collective bargaining agreement, policies, procedures and employment contract terms remain in effect for the duration of any blended work arrangements.



Northlands College Policy Blended Work Arrangement

Appendix C

Blended Work Arrangements Form

Employees requesting to work from home are to complete the below form in conjunction with their immediate Supervisor, Manager, Director or Vice President.

Employee Name:	
Supervisor Name:	
Department:	
Home address:	
Phone number:	

Work Duties and Responsibilities and Hours of Work

Ensure you and your employee are clear as to the employee's work duties, responsibilities, and expected results while working remotely. Note the hours you expect the employee to work (total per week and set hours per day). If not working full days, identify how the remaining hours will be coded. Flexible hour arrangements (i.e. staggering or splitting hours, hours outside core hours) may be considered where possible to accommodate other obligations such as childcare. In all other instances, employees must be available for regular contact during working hours.

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Frequency / Method of Follow-up on expectations, duties, etc.

Supervisors and employees should maintain regular contact regarding work priorities, timelines, progress, etc. Utilize videoconferencing, teleconferencing, etc.

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Northlands College Policy Blended Work Arrangement

System Access

Employees working from home should use equipment and supplies provided by the employer.

Employees working from home must ensure:

- i) that adequate safeguards are in place to protect confidential information;
- ii) their work space where laptop screen viewing by others is minimized;
- iii) proper logout of computers when not in use;
- iv) passwords are used on all devices; and
- v) documents should be placed in folders and put away so that they cannot be easily viewed by others.

Are any supports or services required from IT to ensure the employee can access the required IT systems to work remotely?

Conditions and Terms of Employment

The provisions of all relevant workplace policies and guidelines, legislation, terms and conditions of employment and/or relevant Collective Agreement provisions will continue to apply. This includes maintaining confidentiality of documents and information. A list of documents / files removed from the College must be sent to the Supervisor. Any purchases of equipment or supplies to aid in the employee's home working environment must have prior approval by an Out-of-Scope Manager and may only be administered by the Purchasing Department. Supervisors to discuss requirements with staff.

Occupational Health and Safety (OHS)

OHS policies and procedures and Workers' Compensation liability for work related accidents will continue to apply during this remote work arrangement. The College will not be responsible for any non-work related injuries that may occur at home. The employee must follow safe work practices and must promptly report any work-related accident that occurs at the home work location to their supervisor immediately. Supervisors to discuss requirements with staff.

Length of Agreement

A blended working arrangement detailed on this form is temporary and will end when the reason for the request has been resolved. Cancellation or extension of this arrangement may occur at management's discretion. Supervisors to discuss with staff.



Northlands College Policy Blended Work Arrangement

I, _____ agree to abide by the principles of the Blended Work Arrangements and follow criteria identified in the associated Policy, Guidelines and this Form.

Employee Signature

Date

Approval:

Supervisor/Manager Signature

Date

VP/Director Signature

Date