

**POLICY**

This policy is designed to provide opportunity for improved work-life balance, increased employee satisfaction, collaborative support and enhanced adaptability through the option of occasional hybrid work.

**PURPOSE**

To outline the parameters for determining the appropriateness of hybrid work arrangements and the requirements for applying for and participating in a Hybrid Work Agreement.

**SCOPE**

This Hybrid Work Policy applies to in-scope and out-of-scope permanent full-time and part-time eligible employees who have successfully completed their probationary period. This policy does not apply to contractors.

**GUIDELINES**

This policy does not alter or replace the terms of an existing employment contract, collective agreement, policies or legislation. Employees must comply with all rules, policies, practices and instructions that apply to employees working at a College worksite.

Work hours and compensation continue to conform with applicable College policies and the collective agreement. Requests to work overtime or use of leave time must be approved by the employee's supervisor.

**DEFINITIONS**

**Employee** - Eligible full-time or part-time Southeast College employees who have successfully passed their probationary period.

**Headquarters** - The College location where an employee would normally work.

**Hybrid Work** – Employees spend some time working from their assigned headquarters, and occasionally work from home.

**Remote Work** – Employees work from home 100% of the time.

**Home Workspace** - Location as approved in the Hybrid Work Agreement. If an employee intends to work outside of the approved location, the College must be informed in advance. This is a requirement per the *Saskatchewan Employment Act* and *Saskatchewan Workers Compensation*.

**Occasional Use** – Infrequent or irregular use, or for a particular occasion, not exceeding the maximum days permitted by this policy.

**Regular Use** – Following a consistent frequency or schedule, not exceeding the maximum days permitted by this policy.

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### ELIGIBILITY

The approval for a hybrid work arrangement rests with Southeast College and will be based on position requirements, employee eligibility and suitability and operational needs, and satisfying all health and safety and College policies/processes/practices.

Hybrid Work is not an appropriate work arrangement for all positions and/or employees. Operational needs, employee suitability, suitability of the work of the position, and satisfying all requirements to work from home will be considered for each request and will impact whether a request is approved.

A hybrid work arrangement may be initiated by either the College or the eligible employee.

### CRITERIA

Hybrid work may be approved **to a maximum of 5 days per month, pro-rated to FTE**, pending the following criteria have been met:

- The Supervisor has determined the work of the position can be successfully completed through a hybrid work arrangement.
- The Supervisor has determined the applicant for the hybrid work request can be successful in completing their work from a home office.
- All operational needs, including service to the **internal and external stakeholders** (clients/students/staff, etc.), can be met under the hybrid work arrangement.
- Availability of equipment for flexible working arrangements (ie. laptop) has been confirmed through review with I.T.
- All health and safety and College policies/practices/procedures can be met under the hybrid work arrangement.

### Timeframes

Employees may submit a hybrid work request for occasional or regular use. Initial hybrid work agreements may be approved for a maximum of six months. The Supervisor will monitor the arrangement and, prior to its' expiration, will determine whether to continue the arrangement.

Should the employee request to end the arrangement, two weeks' notice will be provided to the Supervisor.

The Supervisor will oversee the effectiveness of the arrangement. Southeast College reserves the right to discontinue the arrangement at any time, providing two weeks' notice to the employee.

An approved hybrid work agreement will apply to the position for which the employee was approved. If the employee changes positions or status, the hybrid work agreement will automatically be terminated.

### ROLES AND RESPONSIBILITIES

#### College Responsibilities

- To determine suitability of a hybrid work request.
- To approve or reject, in writing, a hybrid work request. If denied, clearly state the reason(s) why.
- To set clear expectations for the employee while working from home.
- To review the employee's performance during the hybrid work arrangement.
- To supply a single set of equipment (computer, computer peripherals, office supplies) to be used for work at the assigned headquarters and home workspace.

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- To ensure all health and safety requirements are met and legislation is followed (*The Saskatchewan Employment Act, Workers' Compensation Act*, related regulations, etc.)

### Employee Responsibilities

- To submit a hybrid work request to their Supervisor.
- To discuss the hybrid work request with their Supervisor.
- If the request is approved:
  - o Follow all required health and safety requirements.
  - o Ensure home workspace meets the requirements of any accommodations on file.
  - o Report any injuries to the Supervisor immediately.
  - o Follow all College policies/processes/practices/procedures.
  - o Supply a workspace that ensures others do not have access to college files, equipment, devices, etc.
  - o Supply the internet and other office utilities for the workspace.
  - o Supply office furniture for the workspace.
  - o Maintain defined hours of work as directed by the Supervisor.
  - o Successfully fulfill all work and performance requirements of the position.
  - o Communicate with the Supervisor, colleagues and stakeholders.
  - o Ensure no in-person meetings are held at the home workspace.
  - o Agree to appear in-person as necessary and when necessary to the job requirements and operational needs of Southeast College.
  - o Stay updated on work events.

### Payroll

Employees with an approved hybrid work agreement will continue to report their hours as they normally would if they were working on-site. No changes will be made to the method of payment or the rate of compensation. If an employee is found to have falsely reported their hours, they may be subject to discipline up to and including termination.

### Expenses

Southeast College requires employees with hybrid work agreements to utilize office supplies already supplied at each campus. The College will not provide additional furniture, office equipment, or I.T. equipment for the hybrid workspace.

Eligible work expenses, in accordance with College policy, specifically *F006 Expense Reimbursement*, and any other applicable policies, will be reimbursed with *prior* supervisor approval.

Employees with a hybrid work agreement may request a T2200 for income tax purposes if they choose to claim home office expenses.

In accordance with *F006 Expense Reimbursement*, the Employee remains responsible for travel between their home/hybrid work location and the employee's headquarters.

### Performance Management

Hybrid work should not affect an employee's ability to complete day-to-day functions, including communicating with colleagues, management, students, etc. Employees are expected to maintain a high level of productivity and work quality while working from their home workspace. Employees must keep supervisors informed of the progress of assignments and reach out for support if needed.

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### Use of College Property

Employees must use College-provided equipment, software and devices when working from the home workspace to ensure the maintenance of data security and confidentiality. All completed and working copies of documents must be saved on the Southeast College online system (with limited access) so information is available to only those who may require and should have access to the information. Failure to use college-approved equipment, software and devices may leave data vulnerable to a breach and may result in disciplinary action up to and including termination.

College-owned resources may only be used for business purposes and in accordance with College policy. Employees must take reasonable steps to protect any college property from theft, damage or misuse. Depending on the circumstances, the employee may be responsible for damage to or loss of college property.

The employee must ensure that no others have access to or use College supplied equipment, devices or software.

College policies related to the security of data and equipment must be followed at all times.

### Health and Safety

Southeast College is committed to ensuring that the alternate worksite is safe and ergonomic.

All legislation must be adhered to, including *The Saskatchewan Employment Act*.

The College reserves the right to request an on-site visit to the employee's home workspace at a mutually agreeable time to ensure that the designated workspace is safe and free from hazards. If the workspace is unsafe and cannot be made safe, Southeast College may refuse or revoke the employee's hybrid work arrangement.

Employees working from the home workspace remain covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working.

The employee remains liable for injuries to third parties that occur on the employee's premises.

### Termination of Agreement

Should the employee request to end the arrangement, two weeks' notice will be provided to the Supervisor.

Southeast College reserves the right to discontinue the arrangement at any time, providing two weeks' notice to the employee.

An approved Hybrid Work Agreement will apply to the position for which the employee was approved. If the employee changes positions or status, the Hybrid Work Agreement will automatically be terminated.

Upon termination of the Hybrid Work Agreement, employees must promptly return all College property used at the home workspace. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for Southeast College.

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### PROCEDURE FOR APPROVAL AND REVIEW

Each request for a Hybrid Work Agreement will be considered on a case-by-case basis and approved by the employee's Supervisor(s).

1. The employee must submit a Hybrid Work Request to their Supervisor for review one month before the desired start date of the Hybrid Work Agreement.
2. The Supervisor and OOS Supervisor/Vice President will consider the suitability of the Hybrid Work Request, and will either approve or deny the request in writing.
3. If approved, the Supervisor will complete the Hybrid Work Agreement, and forward to Human Resources for the employee's personnel file.
4. Where a Hybrid Work Agreement is not approved, the Supervisor will discuss the non-approval with the employee and provide clear reasons for the decision. A record of the non-approval and the reasons for non-approval will be forwarded in writing to Human Resources to attach to the personnel file of the employee, and a copy will be provided to the employee.

The Supervisor must, in consultation with the employee, review the continued suitability of the Hybrid Work Agreement and shall ensure the Hybrid Work Agreement is reviewed within the first 6 months for effectiveness. The review must assess the impact of the Hybrid Work Agreement on the employee, the department and Southeast College's ability to provide service to **internal and external** stakeholders.

The Supervisor may, at any time, terminate the Hybrid Work Agreement by providing two weeks' notice to the employee.

Prior to approving the initial or subsequent Hybrid Work Agreement, the Supervisor may request an on-site visit to the employee's worksite at a mutually agreeable time to ensure that the designated workspace is safe and free from hazards. If the workspace is unsafe and cannot be made safe, Southeast College may refuse or revoke the employee's hybrid work arrangement.

### REFERENCE

H314.1 Hybrid Work Request Form  
H314.3 Hybrid Work Agreement  
F006 Expense Reimbursement

<b>Effective Date:</b>	Nov. 1, 2024
<b>Date last reviewed:</b>	N/A
<b>Scheduled review date:</b>	Oct. 2027
<b>Approved by:</b>	Executive Management Oct. 3, 2024