

Workstyles Program Policy

This document is the parent policy for any related College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Functional category	Human Resources
Approval date	March 6, 2024
Effective date	March 6, 2024
Policy owner	Vice President, People and Culture
Policy administrator	Director, People and Talent Operations

Objective

This policy governs the process used to allow employees of NorQuest College (college) to work away from campus and defines the workstyles which allow this. It also defines expectations for employees who work away from campus.

Authority to establish this policy is derived from the [NorQuest College Board of Governors Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Policy

NorQuest College recognizes the value in offering flexible workstyles to employees.

Considerations for choosing a workstyle include:

- Service delivery model and operational requirements.

- Alignment with role and team requirements – what is needed for success and achieving results in the role.
- Connectedness to colleagues, learners, and the college community.
- Contributions to the college strategic plan, business plan, operational plans, college culture and engagement, and positive relationships with your stakeholders.

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all college rules, policies and procedures, practices, and instructions that would apply if the employee were working from campus.

Work hours, compensation, and leave scheduling will continue to conform to applicable policies and collective agreements. Requests to work overtime or to use leave time must be approved by the employee's People Leader in the same manner.

The Workstyles program includes two workstyle options:

- **Campus workstyle** applies to team members who work on site all or most of the time at a dedicated assigned workspace, either to meet operational requirements or by preference.
- **Flex workstyle** applies to team members who work away from campus the majority of the time. For example, as a guideline, it may be 60-70% away from campus. This requires team members to book and use drop-down workspaces and bookable spaces when on campus.

Exceptions to the workstyles, as defined above, require People Leader approval.

Expectations

Choice of Workstyle must not negatively affect an employee's or team's ability to complete day-to-day functions, tasks, or projects including, but not limited to, communicating with colleagues, management, learners, etc.

People Leaders may require team members working flex to come onto campus in support of changing operational requirements. For example, to attend events or meetings, or to manage coverage of unexpected absences and spikes in service requirements.

Employees are required to be available during working hours, except in the event of an emergency or approved absence, and maintain a professional demeanor at all times, in addition to presenting themselves in a manner befitting the duties and roles of the position for virtual or face to face meetings.

Definitions

Campus workstyle: applies to team members who work on site all or most of the time at a dedicated assigned workspace, either to meet operational requirements or by preference.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Flexible workstyle: means the team member works away from campus the majority of the time. This requires team members to book and use drop-down workspaces and bookable spaces when on campus.

Performance Expectations: an ongoing process of communication between a People Leader and an employee, in support of defining expectations and accomplishing the strategic objectives of the organization.

People Leader: means an employee whose job function requires them to organize, direct and control the work of others. People Leaders can include team leads, chairs, associate chairs, people leaders, deans, directors, members of Executive, or the President and CEO.

Workstyles Program: A program that offers employees the choice to select how they work in order to achieve successful outcomes in their role.

Related information

NorQuest College

- [Absences Due to Illness or Injury Procedure](#)
- [Access to Information Procedure](#)
- [Attendance Management Policy](#)
- [Attendance Management Roles and Responsibilities Procedure](#)
- [Code of Conduct Policy](#)
- [Digital Security Policy](#)
- [Employee Accommodation Procedure](#)
- [Fit for Duty Policy](#)
- [Freedom of Information and Protection of Privacy \(FOIP\) Act Policy](#)
- [Leave Without Pay Procedure](#)
- [Maternity/Adoption/Parental Leave Procedure](#)
- [Military \(Reservist\) Leave Procedure](#)
- [Occupational Health Safety and Environment Policy](#)
- [Physical Records Disposition Procedure](#)
- [Physical Records Transfer and Retrieval Procedure](#)
- [Protection of Privacy Procedure](#)
- [Records and Information Management Policy](#)
- [Vacation Management Procedure](#)
- [Workstyles Procedure](#)

External

- [Freedom of Information and Protection of Privacy \(FOIP\) Act](#)
- [Canada Labour Code](#)

Next review date

March 2028

Revision history

Date	Version Number	Action
June 2022	V1	New.
March 2024	V2	Minor grammatical and wording changes.