

Workstyles Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Human Resources
Parent policy	Workstyles Program Policy
Approval date	January 25, 2023
Effective date	January 25, 2023
Procedure owner	Vice President, People and Culture
Procedure administrator	Manager, Talent

Overview

NorQuest College (college) is committed to being flexible in its operations. This includes providing a choice of work styles, when feasible, to its employees. Employees will continue to follow applicable policies, procedures, terms and conditions, and collective agreements. Not all types of work or positions are suitable for flexible workstyles.

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

Procedure

The college allows employees to select a workstyle based on operational requirements and the provisions outlined in this procedure.

Selection of Workstyle

Employees who are new to the college or who have had a change of position will have an opportunity to select their workstyle. Workstyle selections are:

- Campus workstyle applies to team members who work the majority of the time on site to meet operational requirements or by preference. This comes with a dedicated on-site workspace.
- Flex workstyle means the team member works away most of the time (60-70% as a guideline). Employees book and use drop-down workspaces and touchdown spaces when on campus.

Exceptions to the workstyles, as defined above, require manager approval.

A Flex Workstyle should include:

- a dedicated work space
- adequate internet access
- a productive work environment
- a safe work environment
- sufficient, convenient electrical outlets
- Convenient access to a cell phone or telephone
- suitable temperature and humidity conditions
- ergonomic office furniture and storage space
- appropriate security for college property

A one-time stipend is available to employees who choose a Flex Workstyle and who meet the following criteria:

- Occupy a Perm or Term position
- Incur an employment change:
 - Casual to Perm
 - Casual to Term
- Take on a new position and select the flex workstyle and who have not previously received the one-time stipend.

Permanent and Term employees must work one full year after receiving the one-time payment in order to keep the full amount. If one full year is not worked, the one-time stipend will be clawed back on a pro-rated basis. Term employees will have consecutive terms count toward the one-year period.

General Conditions

All employees are expected to follow all security, privacy, records, and college wide policies and procedures.

Those employees who select a Flex Workstyle are responsible for the costs of maintaining a suitable workspace including, but not limited to, furniture,

technology items, internet service, and the purchase of modems and/or routers required for internet connectivity.

In accordance with the simplified CRA guidelines, T2200s will not be issued to employees who elect to work flexibly unless under the following circumstances:

- [T2200](#) – If you worked from home as a condition of your employment **before** the pandemic, you can continue to submit a T2200 for signature to your Supervisor to claim expenses.
- [T2200S](#) – If you are in a position to make a claim greater than \$2 per day working from home, you will require a T2200S form signed from your employer. **Before** submitting a T2200S, please use the following tools created by the Canada Revenue Agency to assist you in estimating a detailed work from home expense plan.
 - A comprehensive [list](#) of eligible expenses; and a [calculator](#) to assist you in determining the eligible claim amount

Information Management Protection

All employees including those with a flexible workstyle must adhere to all college policies including the [Code of Conduct Policy](#), [Digital Security Policy](#), and the [Protection of Privacy Procedure](#).

Employees may use their college provided device to connect to the college through the [Digital Security Policy](#) and Digital Security Standards and Procedures. At no time will employees store college information on their personal computer. Approved college repositories (OneDrive, MS Teams, shared drives, etc.) will be used to store the college's information when working flexibly in accordance with the applicable policies and procedures.

Employees are required to return college owned devices within two weeks (14 calendar days) after leaving employment.

Working Out-of-Province

Employees who choose a Flex Workstyle and who reside outside of Alberta will be required submit a [NorQuest College Application for Working Out of Province Form](#) to People Services prior to relocation.

Employees working outside of Alberta may be required to be on campus at certain times. All expenses incurred to commute to and from the office are the responsibility of the employee.

Workers Compensation

The Canada Labour Code defines the workplace as any place where an employee is engaged in work for the employer, which can include the home or other remote location. The employee is responsible for ensuring a safe work environment. Employees injured in the course of their duties at a home or remote location must report any accident or injury to their Supervisor immediately.

During work hours and while performing employer directed work functions, employees will be covered under Workers' Compensation when working remotely within Canada if the injury is determined to be work related by the Workers' Compensation Board (WCB).

Employees requesting to work outside of Alberta but within Canada must complete the [NorQuest College Application for Working Out of Province Form](#) and return it to People Services in order for proper WCB coverage to be in place prior to the relocation.

Safety

The employee shall designate a workspace while working remotely. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment.

The employee shall create a check-in schedule with their Supervisor or co-worker. Check-in shall be by any means deemed suitable by the Supervisor and employee at regular intervals as agreed upon between the college and the employee.

Liability

The employee's dedicated flexible workspace will be considered an extension of the college's workspace. Therefore, the college will continue to be liable for job-related accidents that occur in the employee's dedicated flexible workspace during the employee's working hours.

The college is not liable for loss or destruction, that may occur in or to the employee's home or dedicated flexible workspace. The college is not liable for injury that may occur outside of the employee's dedicated flexible workspace. This includes family members, visitors, or others that may become injured within or around the employee's dedicated remote workspace.

The college assumes no liability for non-job-related injuries occurring in the employee's home or remote workspace outside the agreed-upon work hours.

The college and/or employee may terminate a flexible workstyle with appropriate notice.

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.

Flex 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.

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

Related information

NorQuest College

- [Absences Due to Illness or Injury Procedures](#)
- [Access to Information Procedure](#)
- [Attendance Management Policy](#)
- [Attendance Management Roles and Responsibilities Procedure](#)
- [Code of Conduct Policy](#)
- [Digital Security Policy](#)
- [Freedom of Information and Protection of Privacy \(FOIP\) Act Policy](#)
- [NorQuest College Application for Working Out of Province Form](#)
- [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](#)

- [Workstyles Program Policy](#)

External

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

Next review date

November 2023

Revision history

Date	Version Number	Action
January 2023	V1	New