



<p>+POLICY:</p> <p>Hybrid/Remote Work Policy</p>		<p>POLICY NUMBER:</p> <p style="text-align: center;">PS-4-7</p>
		<p>PREVIOUS/REPLACES:</p> <p style="text-align: center;">Remote Working Policy</p>
<p>APPROVED BY:</p> <p style="text-align: center;">Executive Council</p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;">September 6, 2022</p>	<p>PRIOR VERSIONS:</p> <p>March 2, 2021 May 4, 2021</p>

1. Policy Statement:

Manitoba Institute of Trades and Technology (to be referred to as MITT) recognizes the benefits that flexible working arrangements can bring to both the employee and the Institute. In an effort to balance the benefits of both in person cohesion and collaboration with the flexibility and balance of remote work, MITT provides employees the option of working a hybrid work schedule, where appropriate, and provided hybrid work can be supported given their job position/role. A hybrid work schedule is a flexible work model that combines remote and in-office work. It allows employees to work from home on some days and from the office on others. Fully remote work arrangements will be considered in specific situations outlined below.

A hybrid work model supports MITT’s commitment to fostering a people-centered work environment. By implementing this policy, MITT hopes to achieve the following:

- Sustained employee productivity, innovation and effort
- Decreased employee turnover and absences
- Increased ability to attract and retain top talent
- Improved employee satisfaction
- Effective use of physical space
- Improved employee well-being, health and work-life balance

The remote working arrangement is considered an alternative way of working to meet the goals and objectives of the Institute. While remote working arrangements may advance a commitment to, and a culture of employee well-being and engagement, it is not considered an entitlement and is subject to ongoing management approval. MITT reserves the right to change or modify this policy at any time.



2. Scope:

This policy applies to MITT employees who serve in positions that can be performed remotely. It is further recognized that not all jobs can be performed remotely or are suitable in all situations for remote working, and it is therefore expected that before remote working can be applied, it must satisfy the requirements outlined within this policy.

This policy comes into effect on September 6, 2022. As of this date, full-time employees in positions that are eligible to work in a hybrid capacity may work up to 40% of their time from a remote location, i.e. home; and a minimum of 60% of their time from a MITT campus or office (see Option ii under Types of Remote Working Arrangements). Employees who would like to work more than 60% of their time from the office, may do so.

Under limited circumstances employees may be approved to work less than 60% of their time from the office, however, this will require a formal application subject to approval of the employee's Executive Council member and People Services.

This policy will be reviewed annually to assess whether it is meeting the needs of MITT and employees. The review may result in enhancements or termination of the policy.

The 60% should be approved by the employee's supervisor/manager and the supervisor/manager should share plans with their respective Executive Council Member. MITT will not be prescriptive as to what 60% looks like and on what days/hours staff will be on site.

3. Procedure:

Determining Eligibility

To be considered for a remote working arrangement, employees must hold positions that can be performed remotely. The ability to work remotely will be determined based on operational needs, position responsibilities, and accountabilities. Employees must be able to conduct the same duties, assignments, and other work responsibilities at their home or remote location, in a similar manner as they do when working on MITT premises. Remote work must not negatively influence departmental operations or result in decreased productivity, added organizational cost or added responsibilities for other employees.



Positions that are suitable for remote working arrangements:

- Jobs that can be conducted with the use of technology at a remote location without affecting quality or MITT operation.
- Jobs with a high level of autonomy and minimal requirements for face-to-face interactions.
- Jobs that can be done off-site without disruption to the flows of work and communication.
- Jobs that can be executed with minimal disruption to student or employee support services.
- Jobs that can be performed at the remote working location in a similar manner as if it were being performed at the MITT worksite.

Positions that are NOT suitable for remote working arrangements:

- Jobs requiring full-time in-person contact/customer service to support MITT core functions, such as student and/or employee support services that cannot be provided remotely at the level of service required by the Institute.
- Jobs supporting the ongoing cleaning, upkeep, maintenance, and security of MITT facilities.
- Jobs which require the employee to frequently access material that cannot be removed from a MITT campus or office, may not be appropriate for remote work arrangements.
- Jobs that rely upon specific equipment or supplies to work on-site which cannot be easily and effectively moved to a remote environment.
- Jobs which must comply with rigorous investigative and compliance requirements.

Types of Remote Working Arrangements

There are four (4) types of remote work arrangements covered under this policy:

- i. Occasional or as-needed remote work – Typically a short-term remote work arrangement where the employee works from home or some other remote location for all or some of their regularly scheduled work hours in order to deal with circumstances that may include:
 - Services such as home repairs or deliveries that require the employee to be available at home for them to be completed.
 - Short-term emergencies that make it dangerous or creates a situation that prolongs the time it takes getting to work. This may include weather conditions where the campus is closed or other short-term emergencies, which make physical presence on campus a risk.
 - Unexpected or planned activities occurring at any campus that create a risk to employees coming on Campus. This may include public works, health and safety risks, security breaches, or other workplace hazards and events.



- ii. Hybrid remote work – a longer-term arrangement, a flexible work model that combines remote and in-office work. It lets employees work from home on some days and from the office on others. Under this policy, this option is considered to be up to 40% working remotely and a minimum of 60% in office.
- iii. Permanent remote work – This involves regular remote work, where the employee works from home or some other remote location 100% of the time and may never or rarely come to the Institution. This type of jointly contracted work arrangement is rare, and must be approved by the respective Executive Council member in partnership with the Director, People Services and Organizational Development or designate. This occurs typically under the following circumstances:
 - An employee is contracted to do work remotely (i.e. project) and typically is not required to be on any of MITT's worksites.
 - A talent acquisition concern, where the hard to find skill set is possessed by an employee who either negotiates remote work during the offer process, or is located where they cannot attend onsite. The employee can deliver the same level of effectiveness (meeting agreed deliverables, quality of output and providing the same level of availability and responsiveness) working remotely, and where face to face or on-campus working is not a strict requirement.
 - The result of an organizational/departmental review of operational efficiencies that justify remote working arrangements as a bona-fide solution to institutional issues of space.
- iv. Critical situation remote work – An unexpected, undefined and evolving situation that forces all employees or a large percentage of employees to work from home or some other remote location. Remote working in critical situations may be mandatory as opposed to optional. Such situations are temporary by nature and temporary remote working arrangements are understood not to alter the nature or typical working arrangements of any job. Generally, the timeframe for this work arrangement is undetermined and dictated by circumstances outside the direct control of MITT (i.e. Pandemic).

Please note that requests for remote working arrangements for medical reasons would not fall under this policy, but rather would be considered a medical accommodation and would follow the process and procedures under the Disability Management policy.



4. Guidelines for Remote Work

Terms and Conditions of Employment

Remote work will not change existing salary, benefits, compensation, vacation or other benefits of the employee, unless specifically outlined in the offer of employment. For unionized workers, the terms and conditions of employment and/or the Remote Working Agreement will abide by the Collective Agreement. Remote work will not alter the requirements to comply with employee duties and responsibilities or to comply with MITT policies.

Adherence to Collective Agreement

All work remote arrangements must occur consistent with the requirements of any relevant collective agreement provisions.

Agreed Working Hours

Employees must work the agreed working hours, with a clear understanding that they will not incur overtime hours unless they have advance permission from their supervisor/manager to do so. If a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began working remotely or as agreed upon as part of the job offer. All schedules and any changes to them must be pre-approved by the supervisor/manager.

Availability

Employees are expected to be available to their supervisors, managers, and coworkers during agreed-upon work hours and make their availability clear using agreed work status tools. Employees are expected to ensure that they can be reached using MITT's approved software and communication tools and methods, such as Microsoft Outlook, TEAMS, Zoom, etc. as a means of connectivity.

On-Campus Availability

Remote working does not excuse employees from attending mandatory "in-person" meetings or training that has been identified as mandatory "in-Person" attendance by the manager. Employees must be available to attend scheduled meetings and participate in other required departmental or team activities on Campus as needed, and will be given advance notice where possible, although exceptions can apply in extraordinary circumstances.

Professionalism

MITT expects the same level of professionalism and responsiveness from its remote employees as it would from employees working on Campus.



Sick Days

When an employee is unable to perform regular duties due to illness or injury, the employee shall notify their supervisor/manager as soon as possible and use sick leave.

In situations where an employee has symptoms of an illness but feels well enough to perform their regular duties, it may be appropriate to enable the employee to continue to work while limiting their contact with others and reducing the spread of illness, especially if they are scheduled to be in the office on that day. However, remote work should not be used in place of taking sick days or other forms of approved leave.

Dependent or Child Care

Employees must arrange for childcare or dependent care during their agreed work hours.

MITT recognizes that on rare occasions this may be necessary, for example, caring for a child who is too sick to go to school, however, this would be the exception and not the rule.

Data Security

Employees must ensure the same, if not greater, level of security for all company network and data access; physical documents and any sensitive information that may be displayed on a home/remote office computer screen or on a laptop used for work purposes. Employees must follow all guidelines, requirements and policies set out by MITT's Information Technology department that guide and direct security and confidentiality.

Appropriate Use and Asset Protection

The use of equipment, software, and data supplies provided by MITT for use at the remote work location is limited to the designated employee and for purposes of completing work activities. The employee has the responsibility to ensure that all items in their possession are properly used, and the employee must take reasonable precautions to protect MITT's equipment and resources from loss, theft, damage and/or unauthorized access, applying the same standards of care in the remote location as when regularly working at a MITT campus.

Workspace Safety

The employee's home workspace (or other remote work location) will be considered an extension of the MITT workspace; as a result, appropriate safety measures must be in place to ensure the protection of the employee in the course of carrying out work activities on behalf of MITT. The reporting procedure for work-related injuries or incidents remains the same whether the employee is in the office or working remotely. Work-related injuries or incidents should be reported as soon as possible to the supervisor/manager and People Services.



Tax Implications

It is the employee's responsibility to determine any income tax implication of maintaining a home/remote office. MITT will not provide tax guidance nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

Dress Code

Employees must maintain a minimal standard related to an acceptable dress code. Employees are expected to present themselves on video as they would in a face to face/in person interaction/meeting.

Provision of Tools and Resources

This may include computer hardware, computer software, voice communication, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary.

The employee is responsible for furnishing, equipping, and maintaining their home/remote offices so that they have a safe, secure, healthful, and comfortable work environment and can accomplish their work in an efficient and expeditious manner. In instances where MITT is asked to provide equipment for remote working, i.e. for accommodation, this will be considered on a case-by-case basis, and the specific circumstance justifying this arrangement will be documented in the employee file. Any equipment, software, data supplies and furniture provided by MITT to staff for remote work must be returned to MITT upon request and/or termination of employment. It is the employee's responsibility to protect MITT's equipment while in the employee's care. Note that any costs related to remodeling, furnishings (such as chairs, desks, filing cabinets, printers, etc.) or maintaining (such as electricity, internet, heat, hydro, etc.) for remote workspaces are the responsibility of the employee.

Out of Province or Out of Country Remote Working

Generally, it is MITT's expectation that employees perform their work within Manitoba and in the general vicinity of MITT campuses or their remote location, i.e. home. In instances when employees request temporary remote working arrangements that are outside the province/country, the employee must put the request in writing and indicate the reason why, length of time and plan to ensure there is no interruption in work.

The supervisor/manager in partnership with People Services may approve requests for up to two weeks. The Executive Council member responsible for the area, in partnership with Director of People Services and Organizational Development or designate must approve requests longer than two weeks.



Monitoring and Reviewing

Supervisors/managers may review remote working arrangements to assess whether they are meeting the operational needs of the department. In addition, if there are concerns with work performance (productivity, quality of work, ability to meet deadlines, team cohesiveness and collaboration, customer satisfaction/service), the review may result in changes to the remote working arrangement, including termination of it. People Services should be consulted before any action is taken.

4. Administration:

The Director, People Services and Organizational Development is responsible for enforcement of this policy.

5. Review:

This policy will be reviewed by Executive Council annually.

6. Reference:

The Human Rights Code

Privacy and Access to Information Policy

Collective Agreement between MITT and the Manitoba Teachers' Society

MITT's Sick Leave Absences and Medical Certificates Policy

Disability Management Policy

Use of MITT Equipment Policy

MITT Computer and Telecommunications Usage Policy

7. Definitions:

Hybrid work schedule is defined as a flexible work model that combines remote and in-office work. It allows employees to work from home on some days and from the office on others.