

#### **Procedures for Flex Place**

Parent Policy: Flexible Work Policy

Procedure Reference:

Stakeholders: Employees

Approved by: President

Effective Date: December 1, 2022

Last reviewed: December 2022 Scheduled review date: December 2027

## 1. Purpose

The purpose of this Procedure is to set out Okanagan College's process for receiving and approving requests from Employees to work at other locations than their primary base. This can also be referred to as hybrid working.

## 2. Scope & Responsibility

This procedure applies to all Employees.

#### 3. Responsibility for the Processes

- 3.1 Vice Presidents (VPs), Associate Vice Presidents (AVPs), Deans, Registrar and Directors or their designates are responsible for determining the appropriateness of any Flex Place arrangements within their departments. They are expected to assess Employee applications reasonably and consistently.
- 3.2 The People Services Department is responsible for providing advice and support to Employees and Managers on all aspects of the Procedures for Flex Place.
- 3.3 Employees applying for a Flex Place arrangement must ensure a safe workspace at any alternate location and must adhere to the requirements of the *Flex Place Framework*.

#### 4. Flex Place Framework

- operational needs or the employee's work performance at the request of either the employee or the manager.
- 4.3 Managers in consultation with the applicable VPs, AVPs, Directors, and Deans are responsible for making final decisions on individual Flex Place work arrangements on a case-by-case basis.

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# 5. Decision Making Criteria

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- 7.2 Review and Application: Supervisors will review the information gathered and if they determine that a Flex Place work arrangement is applicable they will ask the Employee to complete the Flex Place Request Form, and to review the Flex Place Safety document Working From Home Safety Review.
- 7.3 Approval: Supervisors review the application with the applicable VP, AVP, Dean, Registrar or Director, and approve or deny the Flex Place request. If the request is denied the manager should provide the Employee with an explanation as to why such a work arrangement is not :(xf4(229w 4.048 0 T.2 (aIETI)-3.1 (:)]g7/TT0 1 Tq1)8 92 488 Tc7.5 9.239 reW nTq/GS0 gs7.5599994w 40 9.239999 1

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Date Action

2011-02-05 *Approved by President:* 

Telecommuting Policy –

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