



Procedure

Procedure Name	<i>Distributed Work – All Employees</i>		
Procedure #	HR 5.1	Parent Policy	HR 5.0 Flexible Workplace
Policy Owner	Associate Vice President, Human Resources	Effective Date	November 18, 2021
Procedure Owner	Director, Employee & Labour Relations	Review Date	November 17, 2026
Approved by	Director, Employee & Labour Relations	Approval Date	November 17, 2021

1.0 Purpose/ Background

NAIT strives to create a productive, flexible and balanced work environment for its employees that will contribute to our organizational outcomes and success. In some instances, enabling employees to work all or part of their time away from campus will assist them in achieving a better balance between their work and personal life.

This procedure applies to formalized distributed work arrangements that are agreed to by the employee and the leader. This procedure does not apply to employees who are hired on short term employment contracts (eg. Continuing Education). Any distributed work arrangement for these employees will be subject to the terms of their employment contract.

Subject to the exception noted in the paragraph above, this procedure applies to all NAIT employees, except as amended by any negotiated Letters of Understanding or Collective Agreement provisions with AUPE and/or NASA, if applicable.

2.0 Definitions

Term	Definition
Distributed Work	An arrangement where an employee has approval to perform some or all of their duties and responsibilities electronically from an alternate location other than on a NAIT campus or NAIT owned or operated facility.
Leader	An Employee with direct reports and the authority to approve or deny requests and does not occupy a unionized position that is covered by the terms and conditions of a collective agreement.
Primary Workplace	The employee's designated workspace where they work the majority of their time

3.0 Procedures

3.1 Eligibility

- 3.1.1 Applying the principles outlined in the Flexible Workplace Policy, leaders will determine if a distributed work arrangement is operationally feasible and suitable for the position.

3.2 General

- 3.2.1 Decisions regarding distributed work arrangements will be based on the role or function of the position, may be temporary in nature and will be reviewed regularly to determine they are meeting operational outcomes and the employee's need for work life balance.
- 3.2.2 All requests for distributed work arrangements will be reviewed with the employee in a fair, reasonable and transparent manner. They will be approved on a case-by-case basis, at the discretion of leaders whose decisions will not be subject to grievance procedures in the AUPE or NASA Collective Agreements.
- 3.2.3 Should the request for a distributed work arrangement be denied by the leader, the employee may request, in writing, the decision be reviewed by the next level leader, whose decision will be final. The employee will have the right to bring union representation to any discussion that may occur regarding their request for their distributed work arrangement to be reviewed.
- 3.2.4 Distributed work arrangements are voluntary, made at the request of the employee and mutually agreed to by the employee and leader and are to be documented via an approved distributed work agreement. Where approved, distributed work arrangements may be combined with other flexible work arrangements.
- 3.2.5 Where an employee's primary workplace is determined to be away from the Institute, as agreed to between the employee and leader, the employee will be eligible to receive a one-time allowance of \$800 for their office set-up.
- 3.2.6 Leaders and employees may enter into a distributed work agreement where the employee's primary office may be located outside of Edmonton or Alberta, but not outside of Canada.
- 3.2.7 Employees working under a distributed work agreement are expected to use NAIT's information and collaboration platforms (eg. computer, monitor, software etc.) to complete their work. NAIT will provide all required technology for the employee's primary workplace which will be mobile and promote use in multiple locations. Use of personal equipment may be permitted.
- 3.2.8 Employees participating in a distributed work arrangement will be eligible for WCB coverage for incidents that occur in the approved distributed work location.
- 3.2.9 Distributed work arrangements are non-transferrable to other positions at NAIT and will conclude at the start date the employee commences in a new position. If the Employee received the \$800 allowance to set up their off campus office, they will not be eligible to receive the allowance again should they transfer to another position at NAIT where they and their leader agree on a distributed work arrangement.
- 3.2.10 Employees may be required, as part of their distributed work arrangement, to attend and work on campus on an as needed basis. Travel time and any costs

associated to travel from the employee's primary workplace to campus, including parking costs, will not be paid by NAIT and, where possible, travel will not occur during working hours.

- 3.2.11 An employee's participation in a distributed work arrangement will be reviewed regularly and may be ended by the leader, with a minimum of fourteen (14) calendar days notice, due to operational requirements or outcomes not being met.
- 3.2.12 Where an employee no longer wishes to participate in a distributed work arrangement, the employee and leader will establish a mutually agreeable date for the transition of the employee's primary workplace to be at a NAIT campus or NAIT owned facility.

3.3 Role of Employee

- 3.3.1 If the employee wishes to participate in a distributed work arrangement, they are to discuss the possibility of such an arrangement with their leader. Guidance for both the employee and leader can be found in the distributed work assessment tool. If the distributed work arrangement is agreed upon, the employee and leader will document the agreement using the distributed work agreement template.
- 3.3.2 Employees are responsible for ensuring their off-campus work location is safe and are required to complete a Health and Safety checklist for their work location.
- 3.3.3 Employees will notify their leader if unable to perform their work due to illness or injury, technology failure or any other unforeseen circumstance. Normal attendance reporting and any applicable overtime provisions will continue to apply for distributed work arrangements.
- 3.3.4 If a work-related incident occurs, resulting in an injury to the employee, while performing work via a distributed work arrangement, employees will immediately inform their leader and follow all NAIT health and safety procedures.
- 3.3.5 Employees must ensure they maintain confidentiality of NAIT information and abide by all NAIT IT policies and procedures. Employees working off campus must secure and protect NAIT information in electronic and physical formats and store documents in an appropriate location not accessible to family members or visitors.
- 3.3.6 Notwithstanding the \$800 allowance allocated for the employee's office setup, employees are responsible for any additional costs associated with a distributed work arrangement (e.g. internet).

3.4 Role of Leaders

- 3.4.1 Leaders will evaluate the suitability of the position for a distributed work arrangement based on the role and function of the work, including the collective outcomes that need to be achieved by their teams. Leaders will communicate their decision regarding the distributed work request to the employee and where approved, work with the employee to complete the distributed work agreement.

- 3.4.2 Leaders will review distributed work agreements with the employee regularly to ensure outcomes are being met. Where they are not being met, the leader will work with the employee to determine whether modifications to the distributed work arrangements need to be made.
- 3.4.3 Leaders will evaluate the impacts and practical considerations of an employee(s) engaged in a distributed work arrangement and communicate any operational changes to the the employee and their colleagues.

4.0 Exceptions to the Procedure

- 4.1 Exceptions to this procedure must be documented and formally approved by the Policy Lead.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

distributed work Toolkit for Leaders

distributed work assessment tool

distributed work Agreement Template

distributed work Location Checklist

Working Alone Safely - A Guide for Employers and Employees

Document History

<i>Date</i>	<i>Action/ Change</i>