

Policy Information	
Policy No.:	AD-HR-1.26
Approved By:	Executive Committee
Approval Date:	July 4, 2025
Executive Responsible:	VP, Finance & Corporate Services
Administrator Responsible:	Director, Human Resources
Date of Next Review:	July 2030

## HYBRID WORKPLACE

### Policy Statement

This policy affirms the College of New Caledonia's ("CNC" or the "College") commitment to enabling hybrid work arrangements where appropriate and establishes the conditions and principles under which such arrangements can be made.

### Purpose

CNC's Strategic Plan – Ihulh whuts'odutel'eh – includes a commitment to empowering employees and promoting their health and wellness. One way the College supports this objective is by enabling appropriately supported hybrid work arrangements where feasible.

Hybrid work is a structured arrangement in which an employee performs some or all of their duties from a remote location. Remote work may be used to facilitate hybrid arrangements when appropriate and mutually beneficial to both the employee and the College.

All hybrid work arrangements are subject to approval by the College. Requests may be declined at the College's sole discretion and for any reason.

### Scope

This policy applies to non-instructional regular full-time or part-time employees of CNC. Instructional faculty may be supported by the guides, materials, checklists, and other hybrid workplace resources, but they will not be required to submit hybrid work arrangement requests.

Hybrid work arrangements will not be established for employees on probation, or those who are leave replacements, fixed term positions, or casuals unless specifically authorized by a Vice President of the College.

## Principles

1. CNC offers programs and services primarily at our physical campus locations. The College will continue to sustain effective services on-campus while ensuring a vibrant campus life.
2. All hybrid work arrangements must prioritize student and client service, team effectiveness, and department operational needs.
3. The College campuses will remain the primary location of work, and employees approved for part-time hybrid work understand they may be required to attend the workplace at any given time.
4. Hybrid work arrangements do not replace or eliminate the requirement for regular, in-person attendance, where appropriate.
5. Full-time remote work arrangements may be requested by a senior leader for a school, department, or campus in response to unique situations or circumstances. Such arrangements are subject to approval by the appropriate Vice President and the Director of Human Resources.
  - 5.1. Approvals for full-time remote work are granted on an as-needed basis and may be revoked by either the College or the incumbent at any time.
6. Hybrid work arrangements are entirely voluntary. Employees wishing to establish hybrid work arrangements may initiate a request by following the steps outlined in the Hybrid Workplace Guide (the "Guide"). By engaging in hybrid work arrangements, employees and supervisors are committing to the responsibilities outlined in the Guide. Given the voluntary nature of hybrid work arrangements, employees are responsible for costs and expenses incurred by working from home.
7. Not all positions at the College are suitable for hybrid work. Employee and supervisor considerations for hybrid work arrangements are outlined in the Guide, and requests may be approved at the sole discretion of the College.
8. Employees working remotely will ensure and attest that the conditions are in place for them to work productively, safely, and securely, including space and bandwidth.

9. Regardless of the location of work, employees must comply with all College policies, procedures, practices, rules, and instructions, and must meet performance objectives and expectations.
10. Hybrid work arrangements can be reversed or amended, with appropriate notice and approvals, at the request of the employee or the College.
11. Except as expressly agreed, hybrid work agreements do not change the terms and conditions of employment as set out in the employment agreement, and those terms and conditions will continue to apply.
12. The hybrid work arrangement documents listed below, together with this policy, form the Hybrid Workplace Framework. Both the *Hybrid Work Arrangement Request Form and Assessment*, and the *Hybrid Work Arrangement Safety Inspection Checklist* must be completed to ensure that the hybrid work arrangement is established correctly and that the necessary safety protocols are in place for remote work.
13. Any proposed exemptions or variations from the Hybrid Workplace Framework must be approved by the Director, Human Resources.

## **Legislative and Collective Agreement References**

CNC CUPE Collective Agreement

CNC and Faculty Association Collective Agreement

## **Links to Other Related Policies, Documents, and Websites**

Hybrid Workplace Guide

Hybrid Work Arrangement Request Form and Assessment

Hybrid Work Arrangement Safety Inspection Checklist

## **Policy Amendment Log**

<b>Amendment Number:</b>	<b>Date:</b>
0	October 19, 2022
1	July 4, 2025
2	