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**Flexible Work Arrangements**

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## **POLICY STATEMENT**

This Flexible Work Policy outlines the guidelines and procedures for employees requesting and participating in flexible work arrangements at New Brunswick Community College (NBCC).

Consideration for the option to work in a flexible manner is typically prompted at an Employee's request. The primary and default understanding is for an employee to work at a physical location in accordance with the regular hours set out in their collective agreement (unionized) or within their employment letter (Management Non-Union). Flexible work arrangements are not automatic and may be declined if the Conditions to Approve Operational Requirements as outlined in Appendix A of the Flexible Work Arrangements Guidelines are not met.

## **PURPOSE**

NBCC is committed to being flexible in its work arrangements, though not all work performed by NBCC employees can be performed flexibly. Flexible working arrangements must be approved by the employees' manager and the arrangement must be reflected in the HUB.

## **SCOPE AND LIMITATIONS**

This policy is not applicable to employees who:

- Have details pertaining to their work arrangements outlined in their employment letters
- Are seeking accommodation under a human rights' ground (medical, disability, family care obligations etc.)
- Are required to travel for operational requirements.
- Are subject to terms and conditions requiring fully remote employment.
- Are seeking out of country flexible work arrangements

## **1.0 DEFINITIONS**

### **Work Location Assignment**

Employees will be assigned a primary work location, which may be designated as fully remote, hybrid, or on-site, based on the nature of their role and business needs and will also include their designated Home Campus or Corporate Office.

## **2.0 IMPLEMENTATION**

### **2.1 Request Process and Approval Criteria**

All Employees seeking flexible work arrangements must submit a request to their manager. Requests must be reviewed to ensure they meet the Conditions to Approve Operational Requirements, as outlined in Appendix A of the Flexible Work Arrangements Guidelines.

Approval and an update in the HUB is required by an Employee's immediate Manager for the arrangement to take effect.

## 2.2 In-Person Requirement

Employees participating in flexible work arrangements must remain available for in-person meetings, training sessions, or any other activities as required by their role, department, or operational requirements. All travel will adhere to NBCC's Travel Policy (2106).

If an exception to in-person requirements is required, a Flexible Work Arrangement cannot be approved under this policy. Contact People and Culture and an accommodation needs review will be initiated.

## 2.3 Work Hour Flexibility

Flexible work may involve working flexible hours (i.e. hours outside the normal workday, as established in a collective agreement or employment contract). For flexible hours to be permitted, such hours must ensure the Conditions to Approve Operational Requirements as outlined in Appendix A of the Flexible Work Arrangements Guidelines are met. Any shifting of hours within an employee's workday must ensure that the required hours of work are observed, and any formal notification procedures for changing hours (including shift changes) must be adhered to.

If a request for work hour flexibility includes a reduction in hours, such a modification of employment terms and conditions cannot be approved under this Policy. Contact People and Culture for review and next steps.

## 2.4 Location Flexibility

As a Crown Corporation of New Brunswick, it is important to NBCC that employees are mainly working in and contributing to the province's economy.

Flexible work may involve working from alternate locations within Canada, including other provinces. Work outside of New Brunswick must not exceed fifteen (15) consecutive business days, with a maximum limit of sixty-five (65) days in total per calendar year .

Employees who are working flexibly under this policy remain subject to NBCC's Travel Policy (2106).

Should an employee be injured at work when operating under a flexible working arrangement outside of New Brunswick, it is required that the employee shall promptly report any work-related incident that occurs to their manager and complete an Injury Incident Report Form (nbcc.ca). Injuries sustained out of the province under a flexible working arrangement may be subject to additional audits, documentation and follow-up.

Requests for working outside of Canada, while generally prohibited, may be considered as extremely rare exceptions, requiring approval from the Executive Director, People

and Culture. Such requests will be evaluated on a case-by-case basis, subject to compelling business reasons for the College, where risks can be mitigated and adherence to legal and regulatory requirements is achievable. Approval of international remote work may be subject to additional conditions and requirements which exceed the requirements stated in this Policy for remote work within Canada.

## **2.5 Permanent Remote Work Location**

For employees with a primary Work Location Assignment as “remote”, their designated place of work must be within the province of New Brunswick, and it is assumed under this policy that the employee is able to attend an NBCC physical location with notice. If an employee is unable to attend an NBCC physical location based on the need for accommodation, People and Culture must be contacted to review the accommodation needs.

There may be very rare exceptions where an employee’s Work Location Assignment is outside of New Brunswick. This will be detailed in their employment contract, otherwise section 2.4 under this policy applies. If you have questions about this unique circumstance, please contact your Talent Partner.

## **3.0 PROCEDURE**

### **3.1 Compliance**

Employees participating in flexible work arrangements are required to adhere to all College policies, procedures, and security protocols, regardless of their work location.

### **3.2 Modification or Termination**

NBCC reserves the right to modify or terminate flexible work arrangements at any time with ten (10) days’ notice, based on operational requirements or changes in business needs and/or performance concerns for an employee, including but not limited to non-compliance with the conditions of a flexible work arrangement under this Policy.

### **3.3 Confidentiality**

All information related to flexible work arrangements, including individual requests and approvals, will be treated, to the extent possible, with confidentiality and in accordance with NBCC’s Privacy and Access to Information (nbcc.ca) policy.

### **3.4 Interpretation**

If there are any disputes as to the interpretation of any sections of this Policy please contact the Director, Employee Engagement and Culture or the Executive Director, People and Culture.

## **4.0 OTHER RELATED DOCUMENTS**

Flexible Work Arrangements Guidelines

Injury Incident Reporting Guidelines (2600.5390)

Pre-Retirement Workload Reduction Guideline (4301.5209)

Code of Practice – Working Alone (2600.4822)

NBCC Health & Safety page