

Blended Work Arrangements Request Form

Employee Name:	Position title:
	Department/School:
Manager Name:	Position title:
	Department/School:
Following the Return to Campus: <ul style="list-style-type: none"> Phase One launch date: October 12 Phase Two launch date: November 1 	Request effective date: Expiry date*: *Latest date is to the end of the pilot March 31, 2022

Contact Information for Remote Work Location:

Address:	Phone:
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Work Schedule – The pilot is available for Exempt employees and is based on working a minimum of three days per week on campus

Will the work arrangements be structured or flexible?

For Structured work arrangements, outline the agreed upon schedule here. Variations from this schedule may be made with the consent of the manager.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work Location (e.g. on-campus or remote)							

For more Flexible work arrangements, outline any parameters such as any variation in work hours outside of the standard 8:30am – 4:30pm

Logistics

- YES I acknowledge and understand that existing departmental technical resources (laptop, desktop, monitors) will be leveraged for the length of the BWA pilot program.

- YES I acknowledge and understand that the BWA pilot program is not intended to be an alternative to RRU’s Return to Campus plan, but to work in concert with this plan. Resulting in all RRU equipment being returned to my RRU work location.

- YES I acknowledge and agree to provide feedback, as a BWA pilot program participant, to inform this exploration. To make recommendations and seek solutions in a collaborative manner and to share my applied learning to contribute to the overall pilot evaluation.

Blended Work Arrangements Request Form

The Manager and employee may also wish to discuss and document any role/service requirements that need to be performed on campus, if applicable.

Working Arrangement Requirements

1. The employee will continue to perform all the duties of their position while working from home.
2. The employee's participation is voluntary.
3. The employee and manager have reviewed the Blended Work Arrangements framework and agree to abide by the requirements, limitations and processes outlined. A lack of compliance with requirements and/or lack of accountability while working remotely will be grounds for ending blended work arrangements.
4. The employee's normal work hours will not change due to working remotely and the employee will continue to record their work hours based on the procedures and expectations determined by the manager.
5. The employee will maintain a regular contact schedule with their manager and is expected to be available by telephone and email as if they were working on campus.
6. The employee and manager will have regular discussions about work priorities and other matters that relate to the work and this agreement.
7. In submitting this request for blended work arrangements, the employee confirms that they have an appropriate space to perform their duties as outlined in the Home Work Environment Checklist.
8. Remote work is not a substitute for appropriate dependent care. Personal responsibilities must be managed in a way which still allows employees to successfully meet their job responsibilities.
9. All work-related meetings must take place on university premises, virtually, or at other reasonable locations for business. In-person, work-related meetings are not to take place in the employee's home.
10. The employee may be required, in order to meet workplace needs, to forego their option to work from home on the day(s) they have been designated to work from home under this arrangement. The manager will make every effort to provide reasonable notice of any such requirement.
11. The employee's employment will continue to be bound by the terms and conditions agreed to in their applicable employment contract or collective agreement as well as all applicable university policies, procedures, and practices. Existing workplace protocols such as, but not limited to: vacation requests, illness/injury absence notification and overtime remain in effect regardless of work location. It is understood by both the employee and manager that the blended work arrangement does not constitute an employment contract and is not intended to subvert or alter the terms of any employment contract applicable to the employee.
12. The manager may determine, in consultation with their Vice President/Associate Vice-President/Dean/Director, that blended work arrangements cannot continue, either for operational feasibility reasons, employee situations, or other reasons. The employee may also determine that a blended work arrangement is not working for them. If the arrangement is to end, blended work arrangements can be terminated by either the manager or employee by providing reasonable notice in writing. The arrangement may end more promptly in emergency circumstances.

Blended Work Arrangements Request Form

13. If the employee changes positions within the university and is seeking blended work arrangements in the new role, they must discuss the possibility with their new manager. If blended work arrangements are an option for the department/role, the employee must submit a new Blended Work Request Form. If the employee changes home office locations, a new Home Work Environment Checklist must be completed.
14. The manager will determine the appropriate equipment needs, software and programs to be used while working remotely in order to maintain data security and confidentiality. These resources will be sourced from existing departmental equipment.
15. The employee will require access to RRU systems through high-speed internet service connection, multi-factor authentication (MFA) and a virtual private network (VPN). The employee will be responsible for the monthly cost of home high-speed internet connection.
16. The employee is required to comply with RRU's IT policies and procedures, guidelines and best practices, including without limitation software updates, anti-virus software and scanning, password protection, file sharing and downloads and locking the computer when not in use.
17. The employee is required to ensure they have their manager's approval to take any equipment to and from campus/home, as required for full productivity.
18. Equipment supplied by the university will be maintained by the university, and is subject to all applicable rules, policies and practices relating to use of equipment. The employee is required to take reasonable steps to protect university property from theft, damage, or misuse. Any equipment supplied by the employee, if deemed appropriate by the RRU IT guidelines will be maintained by the employee. The university assumes no responsibility for any damage to, wear of, repairs or loss of an employee's personal property.
19. The university will not be responsible for any operating costs that are associated with working from home while participating in the BWA pilot program. Employees using their home as an alternative worksite will be responsible for household expenses, such as internet, personal cell phones, home maintenance, insurance and utilities. Should employees be required to attend campus for any reason on a day scheduled for remote work, the University will not be responsible for any mileage or transportation expenses.
20. The manager will provide the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary.
21. Blended work arrangements at RRU are not a requirement of employment. The employer will only complete a T2200 tax form for employees who are required to work remotely as a written condition of their employment contract, per CRA regulations.
22. The employee is responsible for obtaining and maintaining adequate insurance and to consult with their insurer on any insurance implications due to their remote work arrangement. RRU reserves the right to make determinations as to appropriate equipment, subject to change at any time.
23. The employee is solely responsible for any loss or damage to any university property in their possession that occurs through the negligence of the employee, whether in the designated work area or otherwise, except for normal wear and tear. Should there be any loss or damage to any university property while in their possession, the employee must notify their manager as soon as it is known.
24. The employee is required to abide by security and confidentiality provisions including those outlined in policy and applicable privacy laws, ensuring university documents and work-related materials are kept safe and secure at the remote work location and in transit between the remote work location and campus. The Employee will immediately report any potential or actual breach of security of information or any damage to university property while in the employee's possession.
25. When working from home, the employee is responsible for setting up and maintaining a designated workspace that meets workplace health and safety requirements. The **Home Work Environment Checklist** must be completed before beginning blended work arrangements.

Blended Work Arrangements Request Form

26. The university will not be responsible for any non-work-related injuries that may occur at home. WorkSafe BC coverage will be limited to the pre-approved working hours and will be limited to the designated home office space only.
27. The employee is expected to make their remote workspace available to the employer to make [on-site and/or virtual] visits to ensure that the workspace is safe and free from hazards and to provide periodic safety or inspection reports to the employer upon request.
28. The employee is required to follow safe practices, and report any and all unsafe condition(s) and/or work-related injuries, incidents or accidents to their manager/manager within 24 hours, or at the earliest reasonable opportunity. The [Incident Report Form](#) for Employees should be used to make such reports.
29. RRU will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home.

Signing this document indicates that the employee and manager agree to abide by all the requirements outlined in this document and BWA framework.

Employee Name and Signature:

.....
Name (please print)
Signature
Date

Manager Name and Signature

.....
Name (please print)
Signature
Date

Approval authority for blended work arrangements lies with the senior leadership of the Vice President/ Associate Vice-President/Dean/Director or designate. Front-line managers may be relied upon for recommendations regarding suitability of specific positions for blended work arrangements.

The senior leader will ensure they inform their divisional Vice-President of their decision to apply or deny a BWA request.

Approval of Vice President/Associate Vice-President/Dean/Director or designate

This request for blended work arrangements aligns with RRUs BWA guiding principles and aligns with Departmental/school operational requirements.

Name and Signature

.....
Name (please print)
Signature
Date

Manager: Retain a copy for your records and upon approval submit to human.resources@royalroads.ca for program registration.