



TELECOMMUTING Procedures for M&P Staff

General Practice:

The Law School's business hours are Monday to Friday, 8:30AM to 4:30PM. All M&P staff, full-time and part-time, are expected to be at their place of work during operational business hours. Telecommuting, is understood as a work arrangement that permits staff to do some of their regular work duties off-site rather than attending the office.

The law school's strategic plan (2018-2021) aspires to support a workplace that fosters excellence and well-being for staff. As part of cultivating that mission, flexible work arrangements will be considered on a case by case basis. Staff are encouraged, where possible, to align telecommuting proposals to speak to the strategic mission of staff satisfaction and retention.

Telecommuting:

The law school aligns its telecommuting principles for M&P staff, along those established by UBC HR and Management & Professional (M&P) staff in 2009. This includes an understanding that telecommuting is not a complete or full substitution of being physically present in the workplace. As such, telecommuting approvals will not consider full time work from off-site locations, and it is also understood that telecommuting is not an appropriate substitute for dependent/elder care.

Before considering a proposal, staff should review and understand the principles, roles and responsibilities of entering into a telecommuting agreement. Again, the law school aligns these with the following *Guidelines for Telecommuting* at UBC:

http://www.hr.ubc.ca/wp-content/uploads/2010/11/Telecommuting_Guidelines_MP.pdf.

Proposals:

M&P staff can submit a telecommuting proposal for consideration:

- M&P staff can complete an Application for Telecommuting along with a one page rationale attached to the application found here: <http://www.hr.ubc.ca/faculty-staff-resources/telecommuting/>.
- Telecommuting will be considered for those living 50km away from the law school.

Proposals should be reasonable, and speak to how work responsibilities will be met successfully during the proposed period, and at the off-site location. Staff should ensure a start and end date on proposals. Full-time telecommuting on an ongoing basis will not be considered outside of verified medical accommodations.



Approval Process:

Applications are submitted to immediate supervisors. Supervisors will review applications, and determine whether the telecommuting proposal is 1) reasonable, 2) suitable for the position, and 3) operationally viable.

If there are concerns, proposals should be sent back to staff for more work. Supervisors should not be unreasonable in their considerations, and should work with the Administrator to articulate concerns and ask for clarification as needed. In person meetings may be called at any time to discuss proposals.

Final proposals are to be submitted to the Administrator. Once received, the Administrator will vet proposals to ensure they are aligned with these procedures, and UBC HR parameters. The Administrator may send proposals back for further questions and clarification.

The Administrator will take final proposals to the Assistant Dean, Finance and Administration for approval. If further consideration is needed, proposals may be taken to the Dean.
