

People & Culture Policy

1.0 Purpose

- 1.1 This Policy will provide a framework for the University to evaluate employee requests to perform their work partially (hybrid) or fully remote, taking into consideration the following principles:
 - 1.1.1 the recognition that UNB is an in-person institution where classes and services are primarily offered in-person and as such, not all positions will be eligible for remote work; and
 - 1.1.2 requests will be considered based on the nature of the responsibilities and operational requirements.

2.0 Applicability

- 2.1 This policy applies to all staff positions at UNB that are normally performed on a UNB campus or in a UNB workplace.
- 2.2 This policy does not apply to accommodation requests to perform work remotely based on grounds protected by human rights. Employees who are seeking a Remote Work arrangement for accommodation reasons should speak to People & Culture.
- 2.3 This policy does not apply to requests to work remotely outside of New Brunswick. Any such request must be directed to People & Culture or to the employee's direct supervisor.
- 2.4 This policy does not apply to "one-off requests" to work remotely for a short duration such as a day or a week for a special or unique circumstance.

3.0 Definitions

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3.1 **"Employee"** means an individual employed by the University in a support staff or executive position.

- 3.2 **"Executive Team**" includes the President, Vice-Presidents, the University Secretary, Associate Vice-Presidents, Assistant Vice-Presidents, Executive Directors and Deans.
- 3.3 "**HRSJ**" means the Human Resources department of the University on the Saint John Campus.
- 3.4 "Hybrid Work Arrangement" means an arrangement between the Employee and the University allowing the Employee to engage in both Remote Work and work at an on campus location or University workspace on a pre-determined basis.
- 3.5 "People and Culture" means the People and Culture division of the University on the Fredericton campus.
- 3.6 "Personal Information" means recorded information about an identifiable individual as defined in the New Brunswick Right to Information and Protection of Privacy Act or Personal Health Information Privacy and Access Act.
- 3.7 "Remote Work" means work typically performed at a University campus or in a University workplace but instead is performed from a non-University location. For greater certainty, Remote Work does not include work which is required to be completed remotely by virtue of the nature of the work, such as field work or work that is performed as part of a bi-campus function.
- 3.8 "**Staff**" means a group of Employees as a collective.
- 3.9 "University" means the University of New Brunswick.
- 3.10 "University Assets" means any equipment (including, but not limited to, computers, printers, software, and furniture) and/or services (including, but not limited to, IT support and electronic networks) provided by the University to the remote worker.

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3.11 "University Records" means records, in any medium or format, within the University's custody or under its control that are created or received and maintained as evidence or information in the administration and operation of the activities of the University.

4.0 General

- 4.1 An Employee may only request a Remote Work arrangement if the position that the Employee is occupying at the time of the request has been designated eligible for Remote Work by a member of the Executive Team prior to the request being made.
- 4.2 Remote Work must not adversely affect the unit's service delivery or progress of an individual or team project.
- 4.3 Any Employee who has a documented performance issue will not be eligible for Remote Work.
- 4.4 In the event that the Employee is a new hire, the Employee may be eligible for Remote Work and any performance concerns will be managed through the probation period in consultation with People & Culture.
- 4.5 Some positions, such as those that provide in-person services, will not be eligible for Remote Work, while others may be eligible for Remote Work, including hybrid arrangements, depending on position and operational requirements. Some tasks that benefit from uninterrupted work time are suitable for remote work. Such tasks include, but are not limited to, writing, editing, reading, analysis, design work, financial modelling and analysis, word-processing and data entry.
- 4.6 Employees who are approved for Remote Work shall sign and abide by a Remote Work Agreement. The agreement may require modification to fit individual Remote Work circumstances. A copy of the Agreement shall be retained in the Employee's personnel file in People & Culture. An agreement template is attached as "Appendix B".
- 4.7 The University reserves the right to amend, suspend, or discontinue any Remote Work arrangement at anytime.

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5.0 Implementation

5.1 Remote Work Criteria

- 5.1.1 Remote Work requests must meet the following criteria:
 - 5.1.1.1 the position must be designated as eligible for Remote Work by the appropriate member of the Executive Team prior to the request being made;
 - 5.1.1.2 the request, if granted, must not adversely affect the unit's service delivery or operational requirements;
 - 5.1.1.3 the Employee who has submitted the request must be approved for Remote Work;
 - 5.1.1.4 the location must be appropriate for Remote Work; and
 - 5.1.1.5 there must be no additional cost to the University.
- 5.1.2 Decisions on who will be working remotely will be based on the criteria above. Seniority is not a factor in approving a remote work request.

5.2 Remote Work Location

- 5.2.1 The University is not responsible for a remote work location. **The Employee is responsible for maintaining and furnishing the remote work location.** Such responsibilities shall include, but not be limited to, the following:
 - 5.2.1.1 the costs associated with a remote work location, such as utilities, general repairs and maintenance, insurance, and internet; and
 - 5.2.1.2 the cost of any furniture required at the remote work location, which may include a lockable cabinet if the Employee is working with paper documentation, desk lamp, air conditioners, fans, etc.
- 5.2.2 UNB encourages employees working remotely to take steps to ensure they have a healthy workstation at the Remote Work location.

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Information on healthy workstations can be found through WorksafeNB¹ and through the campus health and safety offices.

- 5.2.3 The Remote Work Agreement cannot be extended to any other location, such as a seasonal home or cottage, without written authorization from the University, which shall be added to the Remote Work Agreement.
- 5.2.4 Employees on a remote work arrangement will not have a dedicated work space on a UNB campus or work location and must make prior arrangements for meetings or other activities on a UNB campus or work location. In the event that an Employee has a hybrid remote work arrangement, the Employee will either share space or book a shared workspace when working at a University campus.
- 5.2.5 In the event that a Remote Work arrangement ends for any reason, the Employee will be assigned a workspace upon their return, which may or may not be their original workspace.

5.3 Remote Work Plan

- 5.3.1 Once a Remote Work arrangement has been approved, the supervisor and Employee will then create a Remote Work Plan that will include:
 - 5.3.1.1 clearly defined outcomes;
 - 5.3.1.2 expected results; and
 - 5.3.1.3 evaluation procedures for work completed while the Employee is working remotely.
- 5.3.2 The supervisor will monitor and evaluate performance by relying more heavily on work results than direct observation. The supervisor and Remote Work Employee will meet at regular intervals throughout the year to review the Employee's work performance.

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¹ At the time of publication of the Policy, WorksafeNB provided a guide to employees on healthy work stations at the following link: https://www.worksafenb.ca/media/61622/computer workstation ergonomics.pdf



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5.3.2.1 Any work concerns will be addressed immediately and in consultation with People & Culture. A sample work plan which may guide such an approach is attached as Appendix "C".

5.4 Workers Compensation

- 5.4.1 The Employee will be covered by workers' compensation for job related injuries that occur in the designated remote work location while the Employee is working. Workers' compensation will not cover injuries that occur while the Employee is not working and/or outside of the designated remote work location.
- 5.4.2 During a Remote Work arrangement, the following shall apply:
 - 5.4.2.1 in the event an injury occurs while the Employee is working and within the designated remote work location, the Employee shall immediately report the injury to the Employee's supervisor;
 - 5.4.2.2 the University does not assume responsibility for injury to any persons other than the Employee at the remote worksite; and
 - 5.4.2.3 the Employee should check their homeowner's/renter's insurance policy for incidental office coverage.
- 5.4.3 An Employee on a Remote Work arrangement shall provide a WorkSafeNB and Health and Safety Committee representative access to their Remote Work location should the Employee submit a Workers Compensation claim or report an accident at the Remote Work location.
- 5.4.4 This is a general description; specific questions around coverage need to be directed to WorkSafeNB.

5.5 IT Support for Remote Work Arrangements

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5.5.1 UNB IT support will be limited to providing software, security services (such as anti-virus and remote access to UNB networks), and on-campus support for IT-related issues.

- 5.5.2 The Employee will be responsible for setting up all technology at the Remote Work location and maintaining such technology, and for ensuring there is adequate internet at all times.
- 5.5.3 If an Employee on a Remote Work arrangement experiences an IT issue that requires assistance, the Employee may contact the IT support person for the Employee's unit and if IT assistance is appropriate, the Employee will be required to bring the equipment to their regular work site, i.e. on campus, for support.

5.6 Terms and Conditions of Employment:

5.6.1 During a Remote Work arrangement, an Employee's terms and conditions of employment remain unchanged, including those contained in University policies. Overtime, for example, is still required to be authorized in advance by the Employee's supervisor. University policies do not apply to non-UNB Employees at the Remote Work locations and do not apply while the University Employee is not working.

5.7 Termination of the Remote Work Arrangement

- 5.7.1 The University may modify or terminate a Remote Work arrangement at any time at the University's sole discretion by providing the Employee with two (2) weeks' notice of the modification or termination of the arrangement.
- 5.7.2 The University may recall an Employee to the regular work site with less notice in extenuating circumstances.
- 5.7.3 Employees may request to modify or terminate a remote work arrangement by providing two (2) weeks' notice. Such a request shall be subject to the University's sole discretion and may be denied or delayed should there be a lack of suitable office space available.

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5.8 Accessibility and Availability during a Remote Work arrangement

- 5.8.1 the Employee must be available by phone, video-conferencing, and email during regular working hours for their unit;
- 5.8.2 the Employee shall request all deviations from the Remote Work arrangement from their supervisor, such as medical/dental appointments, sick leave, and vacation leave in advance;
- 5.8.3 the Employee must be on campus as requested by their supervisor to attend meetings, training sessions, or similar events or activities; and
- 5.8.4 Remote work is not a substitute for childcare or other dependent care. Remote workers shall make or maintain childcare arrangements to permit full engagement, availability, and concentration on work responsibilities.

5.9 University Property

- 5.9.1 The use of University Property while working remotely shall conform to all relevant University policies and shall include the following safeguards and protocols:
 - 5.9.1.1 Employees are responsible for the safety and security of all University Property that is in their custody while working remotely;
 - 5.9.1.2 while working remotely, the Employee shall use a University computer and if required for the Employee's duties, a University scanner.
 - 5.9.1.2.1 In the event that an Employee, while working remotely, is required to use a University Scanner to complete their job duties, the Employee will attend a University Campus and use a shared or designated University Scanner.

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- 5.9.1.2.2 UNB will not equip two workspaces i.e., both remotely and at the regular worksite to support a remote work request. For an Employee requesting a hybrid Remote Work arrangement, the University may refuse a request to work remotely if the Employee requires separate University owned equipment for two (2) workspaces;
- 5.9.1.3 no person other than the Employee working remotely may access any University Property;
- 5.9.1.4 Employees shall use any and all University Property only for the purposes of carrying out University work;
- 5.9.2 the Employee shall be responsible for:
 - 5.9.2.1 any intentional damage to University Property; and
 - 5.9.2.2 damage resulting from gross negligence by the Employee or any member or guest of the Employee's household;
- 5.9.3 The University may pursue recovery from the Employee for University Property that is deliberately, or through negligence, damaged, destroyed, or lost while in the Employee's care, custody or control.
 - 5.9.3.1 The Employee is advised to check their homeowner's/renter's insurance policy for incidental office coverage.
- 5.9.4 The University does not assume liability for loss, damage, or wear of Employee-owned equipment, furnishings or structures.
- 5.9.5 The Employee must return University Property in the same condition in which it was originally received, minus normal wear and tear. Employees are responsible for missing or damaged equipment.

5.10 Personal Information and University Records

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5.10.1 Employee obligations with respect to privacy and data protection and all requirements under the University's Policy for the Protection of Personal Information and Privacy continue while working remotely. All Employees are responsible for ensuring Personal Information and University Records in the University's custody and under the University's control are protected from unauthorized access, use, disclosure and destruction. Employees with a Remote Work arrangement are to review and abide by the guidelines outlined in Appendix D of this Policy with respect to the protection of Personal Information and University Records throughout the Remote Work arrangement.

5.10.2 An Employee on a Remote Work arrangement will immediately report any suspected or actual breach of security of information to their supervisor and the University's Privacy Officer.

5.11 Miscellaneous:

5.11.1 Emergency or Inclement Weather:

5.11.1.1 If the Employee's usual worksite is closed due to an emergency or inclement weather, the Employee shall continue to work at the remote worksite if the Employee is on a 100% Remote Work arrangement. An Employee working a hybrid remote arrangement will be expected to work remotely when campus is closed due to storm days, power interpretations, etc. even if the Employee was scheduled to be on campus that day. If there is an emergency at the remote worksite, such as a power outage, the remote worker will notify the supervisor as soon as possible. In such case, the remote worker may be reassigned to the primary worksite or an alternate worksite.

5.11.2 Office Supplies

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5.11.2.1 Requests for office supplies are to be directed to the supervisor and approved supplies will not be delivered to a remote work location. Out of pocket expenses will not be reimbursed without prior supervisor approval. The purchase of furniture or equipment for use at the remote work location will not be reimbursed.

5.11.3 Tax Deduction

5.11.3.1 Home office expenses are not an automatic tax deduction. Remote workers should consult with a tax specialist to examine the tax implications of a home office.

6.0 Conflicts

- 6.1 This Policy does not conflict with any other legislation, collective agreement, University Policy, or legally binding agreement to which the University is required to comply.
- 6.2 In the event that this Policy conflicts with any other legislation, collective agreement, University policy, or legally binding agreement, the other legislation, collective agreement, University policy or legally binding agreement shall prevail.
- 6.3 In the event of a conflict, the conflicting section(s) of this Policy shall be severed from this Policy with respect to those specific circumstances only. The sections of this Policy that are not deemed to be conflicting will remain in force and effect.
- 6.4 Each potential conflict will be assessed on a case-by-case basis by the University Secretary.

7.0 Interpretation and Questions

7.1 Questions concerning the interpretation or administration of this policy should be directed to People & Culture, people@unb.ca, (506) 453-4648, Room 102, IUC Complex, Fredericton or Saint John, sj.hr@unb.ca, (506) 648-5941, Room 122/123, Oland Hall, Saint John.

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Appendix A:

Remote Work Procedure

1. Purpose

1.1. The purpose of this Procedure is to create a framework to process applications for remote work submitted pursuant to the Remote Work Policy.

2. Application

2.1. This Procedure applies to all requests for remote work and all Employees engaged in remote work.

3. Definitions

3.1. The definitions as set out in Section 3 of the Remote Work Policy will apply to this Procedure in the same form.

4. Designation of Positions eligible for Remote Work

- 4.1. All positions must be designated eligible for Remote Work by a member of the Executive Team in order to be eligible for a Remote Work arrangement.
- 4.2. A member of the Executive Team may assess a position's eligibility for Remote Work at any time.
 - 4.2.1. In the event that a position was previously not eligible for Remote work and has undergone material change, the position will be reassessed based on the new duties and responsibilities at the time of the material change.
- 4.3. When a position is being assessed for eligibility for Remote Work, the member of the Executive Team will consider the following criteria:
 - 4.3.1. The position's duties and responsibilities;
 - 4.3.2. The operational needs of the Unit;

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- 4.3.3. The eligibility of other positions within the unit for Remote Work;
- 4.3.4. The job description; and
- 4.3.5. Any potential issues or benefits that may result due to designating the position as eligible for Remote Work.
- 4.4. The member of the Executive Team will not consider any qualities of the Employee when determining the suitability of the position to be designated eligible for Remote Work.

5. Application for Remote Work Procedure

- 5.1. Employees will be eligible to request a Remote Work arrangement only if the position that they occupy at the time of the request has been designated eligible for remote work prior to their request.
- 5.2. Any Employee who has a documented performance issue will not be eligible for Remote Work.
- 5.3. The following steps outline the procedure for Employees to submit requests to work remotely and for those requests to be evaluated.
 - 5.3.1. Employees who wish to work remotely shall make a request to their immediate supervisor using the 'Request for Remote Work' form accessible <u>here</u>. The form must include the following information:
 - 5.3.1.1.the specific Remote Work arrangement being requested, i.e., hybrid (specific days of the week) or fully remote;
 - 5.3.1.2. the reasoning for the requested remote work arrangement; and
 - 5.3.1.3. a detailed description of where the Remote Work will be completed.
 - 5.3.2 The supervisor, in consultation with People & Culture, if required, shall then determine whether the request, if granted, would meet the operational and

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service requirements of the unit at the time of the request. This determination shall be based on the following criteria:

- 5.3.1.4. Whether the position has been designated as eligible for Remote Work, in accordance with section 4.1 of the Remote Work Policy.
- 5.3.1.5. The need for specialized material or equipment must either be minimal or flexible; and
- 5.3.1.6. Remote Work must not adversely affect the unit's service delivery or progress of an individual or team project.
- 5.3.2. The supervisor in consultation with People & Culture will assess the Employee's ability to be eligible for Remote work by reviewing their employment file for documented performance issues.
- 5.3.3. If the request is approved through the preceding steps, the supervisor, in consultation with People & Culture must then determine if the requested Remote Work location is appropriate and if there are any additional costs associated with the Remote Work arrangement. A Remote Work location must satisfy the following conditions:
 - 5.3.3.1 result in no additional costs to UNB;
 - 5.3.3.2.be a "designated" space or room free from distractions that does not include all of the household; and is a space where it is easy to concentrate and ensures confidentiality;
 - 5.3.3.3. contain the appropriate level of security,
 - 5.3.3.3.1. for example, a lockable filing cabinet if UNB documentation is stored in paper format and a secure internet connection if documentation is uploaded to the UNB server;
 - 5.3.3.4. must, to the best of the Employee's knowledge, be safe from conditions that could pose a hazard to health and safety, University Records, or UNB Property; and

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5.3.3.5. contain reliable internet at a speed sufficient for the Employee to participate in video meetings without undue delay or interruptions.

- 5.3.4. If the request for Remote Work is approved through the preceding steps, the Employee's supervisor shall approve the request.
- 5.3.5. The supervisor shall provide a written official response to the Employee's request. This shall normally be provided within 30 working days of receipt of the request.
- 5.3.6. Employees who are approved for Remote Work shall sign and abide by a Remote Work Agreement. The agreement may require modification to fit individual Remote Work circumstances. A copy of the Agreement shall be retained in the Employee's personnel file in People & Culture. An agreement template is attached as "Appendix B".
- 5.3.7. The supervisor shall work with People & Culture to finalize a Remote Work agreement prior to it being signed by the supervisor and the Employee.
- 5.3.8. The Employee and supervisor shall meet at regular intervals throughout the year while the agreement is in effect to review the Employee's performance and make any necessary modifications to the agreement.
 - 5.3.8.1. The performance review and any changes to the Remote Work Agreement shall be documented and a copy shall be placed in the Employee's personnel file in People & Culture.

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APPENDIX B

Remote Work Agreement

The following is an agreement on the terms and conditions of remote work between **XXXXXX** Unit, (insert Department) and **XXXXX**, the 'Employee'.

Work Location & Hours:

The remote work location is: (insert Home address)

The Employee is approved to work remotely, for XX days per week/every day of the week. For a hybrid or fully remote work arrangement, the remote work days will be agreed to by the Employee and the supervisor. Notwithstanding any other contractual obligations or benefits, the Employee will be expected to work remotely when the University campus is closed due to storm days, power interruptions, etc., even if the Employee was scheduled to be on campus. In the event of an official University closure, the Employee will continue working from the remote work location until instructed otherwise by their supervisor. To accommodate operational requirements a change to this work pattern may be required.

The Employee's core hours on remote workdays when they are available to the manager and coworkers and clients will be their normal hours of work. Any deviations from the Employee's core hours must be reported to the Employee's supervisor, for example, all medical/dental appointments, lieu time, sick leave, and vacation leave.

Compensation & Benefits:

Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by the remote work arrangement. The Employee's work location is <u>Campus</u> <u>CITY</u> and therefore they will not be reimbursed for any travel to that location or any parking costs incurred in that location.

Job Tasks:

The Employee must maintain a normal workload while working remotely. The Employee will have an up-to-date Remote Work Plan which shall include objectives, expected results, and evaluation procedures. Progress against these plans will be monitored and measured to evaluate effectiveness of the remote work arrangement. The Employee shall follow Appendix "C" of the Remote Work Policy with respect to processes for protecting Personal Information and University Records.

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Communication:

To maintain close communication and standards of professionalism while working from a remote location, the Employee shall:

- Notify their manager and coworkers of any change in their schedule
- Be available to manager, coworkers and clients by telephone, email and video conferencing software during regular hours
- Return calls and emails in a timely manner
- The Employee will maintain contact with their work unit and colleagues, including attending meetings in person when requested to do so by their supervisor. As such, the Employee may need to adjust their pre-established days working remotely to accommodate an operational requirement for them to be in the office if on a hybrid Remote Work arrangement.

Equipment and Information Security:

The Employer will provide:

- A computer that is a University Asset.
- UNB IT support for required software and remote access.
- Office Supplies approved by the Employee's supervisor which may include basic supplies such as paper, pens, markers, writing pads, etc.

The Employee will provide:

- Insurance, heat, electricity and other associated requirements.
- Secure, reliable internet connection.
- Office space and office furniture.
- Suitable lockable storage for work documents.
- A Printer.
- Parking and travel costs to their "home"/regular campus.

The Employee must ensure the following:

- The safety and security of all University property that is in their custody while working remotely
- Apply appropriate levels of protection of University Records and Personal Information to prevent unauthorized access, disclosure, and destruction during transit and at the alternate worksite
- Return all University Records and information in hardcopy form to the office on campus, to be stored or shredded
- Dispose of University Records and Information in accordance with UNB retention schedules and disposition methods

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 The Employee agrees to follow the UNB remote work policy as well as any guidelines or policies pertaining to the handling of university property, and public records/ confidential information

Safety:

The Employee confirms that they have a suitable place to work at the alternate work location and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The alternate work location is considered an official UNB worksite for purposes of worker's compensation for the remote worker only. The Employee must report any injury to their manager immediately. Worker's compensation does not cover accidents to family members or other third parties at the remote work site. As such, the Employee cannot meet with clients, co-workers, suppliers, etc. at the remote work site.

Limitations:

The Employee must observe the following limitations when working from their remote work location:

- Employees cannot operate a business or work for another employer during work hours.
- Employees cannot use UNB Property for personal or other employment use
- For security reasons, employees can't download software or other programs on UNB property without written approval from ITS
- Employees cannot allow others to use UNB Property or access the network.
- Employees cannot use their remote work arrangement as a substitute for childcare or other dependent care.

University Records and Personal Information

The employee acknowledges that privacy and data protection requirements continue while working remotely and will continue to adhere to all UNB policies, procedures, guidelines and standards with respect to Personal Information and University Records. The employee is responsible for ensuring Personal Information and University Records in the University's custody and under the University's control are protected from unauthorized access, use, disclosure and destruction by implementing appropriate safeguards at the remote worksite.

To ensure ease of access to University Records and information by colleagues, and to safeguard information, the employee agrees to save all work product on the UNB network shared drive, SharePoint or Teams site, or applicable UNB system such that the information is available to team members and colleagues who have appropriate access and permissions, and

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if the Employee has any Personal Information or University Records at the remote work location, they will be stored in a locked cabinet or drawer.

Liability:

The employee will be responsible for:

- any intentional damage to UNB Property;
- any damage resulting from negligence by the employee or any member or guest of the employee's household;
- returning UNB Property in the same condition in which it was originally received, minus normal wear and tear; and
- missing or damaged UNB Property.

UNB may pursue recovery from the employee for UNB Property that is deliberately, or through negligence, damaged, destroyed, or lost while in the employee's care, custody or control. The employee should check their homeowner's/renter's insurance policy for incidental office coverage. UNB does not assume liability for loss, damage, or wear of employee-owned equipment or household items.

Duration and Review:

The employee and supervisor shall meet at regular intervals throughout each year while the agreement is in effect to review the employee's performance and make any necessary modifications to the agreement. The performance review and any changes to the remote work arrangement shall be documented and a copy shall be placed in the employee's personnel file in People & Culture.

Termination:

This remote work agreement can be terminated at any time by either (insert Department name) or the Employee with 2 weeks' notice. All UNB Property, University Records, and Personal Information must be returned and/or any service subscriptions specific to the remote work arrangement must be terminated upon termination of the working arrangement. A remote work arrangement will not continue uninterrupted if it is detrimental to work quality, client service, the work unit, or the organization. In such situations the supervisor will work with the Employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate the agreement. The termination or modification of a remote work arrangement are at the University's sole discretion.

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cc: People & Culture

Remote Work Policy People & Culture EMPLOYEE: By signing this agreement, the Employee and the Employer acknowledge that they have read and understand this agreement, and agree to by bound by the terms and conditions of this agreement: [employee name] (signature) Date [supervisor name] (signature) Date

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REMOTE WORK PERFORMANCE WORK PLAN								
Name of Employe	e			Position Title /				
Remote Work Location				Department / Unit		it		
Period covered				Immed		ate		
Remote Work	Plan	1.	Objective #1	2.	Object	ive #2	col	Objective #3 an additional umn for each ional objective)
Description	1							
Activities / Responsibilit								
Expected Res	ults							
Assessment for Period Being Evaluat								
Comments/Are Improveme								
Employee's Signature:					ervisor's nature			
Date:				Date:				

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APPENDIX D

Remote Working Standard for the Protection of Information and Records

The information outlined below is intended to provide Employees and supervisors with a set of guidelines for safeguarding University Records and Personal Information while working remotely.

1. General Guidance

- 1.1 Employees are to be aware of their surroundings at the remote work location and avoid viewing personal Information and University Records where it may be viewed or accessible by others.
- 1.2 Employees are to lock the computer screen, log-off, or shut down the computer when it is not in use to prevent others at the remote work site from accessing a computing device.
- 1.3 UNB computing devices used for work are not to be shared with others, including family members.
- 1.4 University Records, product, documents, and files that are created, developed, or revised in electronic format while working remotely shall be saved directly to a secure UNB administered location such as the network drive, SharePoint site, or OneDrive; University Records and Personal Information are not to be saved on a personal device or a computing device's hard drive.
- 1.5 UNB email, not personal email, is to be used for all UNB work communication.

2. Paper records and printing

- 2.1 University Records in physical format are to be stored securely in a locked cabinet or drawer while at the remote work site and are to be kept separate from personal records.
- 2.2 Employees should refrain from printing University Records where possible while at the remote work location. If printing is necessary, the employee and supervisor are

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encouraged to discuss expectations for printing University Records at the remote work site. If approval to occasionally print University Records is granted by the supervisor, employees are to ensure the information is securely stored in accordance with section 2.1 above and securely disposed of in accordance with section 4 below.

3. Removing physical records from the office

- 3.1 Prior to removing any physical University Records from the office, the Employee and supervisor should discuss and document the safeguards that will be in place at the remote work site to ensure adequate measures will be in place to protect Personal Information and University Records.
- 3.2 When removing physical records from the office, best practice is to implement a tracking system, such as a sign-out sheet that includes the name of the person who is taking the records to the remote work site, a description of the records, dates the records were removed and the name of the supervisor/manager that approved the removal. Records are to be signed-in upon return to the office and placed in their original storage location on campus as soon as possible.
- 3.3 When in transit, physical records are to be securely packaged (e.g., in folders, envelope, bag, box) and kept under constant control. Records are not to be left unattended in a vehicle.

4. Records disposition

4.1 All University Records and Personal Information located at an employee's remote work site are to be disposed of in accordance with UNB protocols. This includes securely destructing physical records in a UNB secure shredding bin on campus, or for records of archival value, transferring those records to UNB Archives & Special Collections in accordance with approved UNB retention schedules.

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5. Meetings and conversations

5.1 While working at the remote work site, employees are to be aware of others who may be able to overhear conversations when having meetings that involve the discussion of Personal Information or confidential information and are to refrain from discussing Personal Information or confidential information where it could be overheard.

6. Cybersecurity

- 6.1 Employees are to continue to adopt good cybersecurity practices while working at the remote work site. Many of these practices are the same working in the office; however, there are some additional considerations employees are to consider while working remotely.
 - a) Employees are to be careful around smart speakers which may record audio. Employees are not to conduct calls or videoconferences near a smart speaker or should turn off the speaker during such activities.
 - b) Employees are to ensure any devices used for UNB work are password protected and encrypted to prevent someone from accessing or stealing information if the device is lost or stolen.
 - c) Anti-virus software is installed and up-to-date.
 - d) While working remotely, employees are to use UNB's Virtual Private Network (VPN) while accessing UNB IT services such as the network drive.
 - e) Employees are required to take UNB's cybersecurity training prior to working at the remote work site to refamiliarize themselves with cybersecurity best practices to stay cybersafe and cyberaware.

7. Privacy breaches

7.1 In the event a privacy breach, either actual or suspected, occurs while working at the remote work location, the employee is required to immediately report the

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incident to their supervisor and the Records Management & Privacy Office at rtippa@unb.ca.

- 7.2 If a UNB-owned device is lost or stolen, the incident is to be immediately reported to ITS (657-2222 Saint John, or 457-2222 Fredericton), and the Records Management & Privacy Office.
- 7.3 If a UNB-owned device is stolen, it is to be reported to UNB Security (648-5675 Saint John, or 453-4830 Fredericton).

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