
THE UNIVERSITY OF BRITISH COLUMBIA



Human Resources
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<http://www.hr.ubc.ca>

Date: May 11, 2009

To: Deans, Directors, Department Heads and Administrators

From: Jackie Podger, Acting AVP, Administration and Finance (UBC-O)
Linda McKnight, Director, HR – Advisory Services

CC: HR Advisory Services, HR Networks

Re: Telecommuting Guidelines, Application and and Agreement Templates
(for Management & Professional Staff only)

*A copy of this memo has been posted online at www.hr.ubc.ca/memos. Please distribute to M&P staff in your department.
For more information on telecommuting, visit www.hr.ubc.ca/telecommute.*

The subject of flexible work arrangements, especially telecommuting has been raised in a number of UBC forums over the last year or so.

Telecommuting or telework refers to working arrangements that permit people to do at least some of their regular work from home rather than attending at the office.

The *Focus on People: Workplace Practices at UBC* framework outlines our need to promote flexible work arrangements as it relates to creating a healthy, sustainable workplace; sustainability committees and the *University Community Plan* identify the benefits of telecommuting to the environment; and preparation for the Olympic/Paralympic period encourages us to think of creative options around transportation. Furthermore, some departments have already implemented verbal agreements for telecommuting and have identified the need for the University to provide consistent guidelines.

For all of these reasons the department of Human Resources has developed the following materials for managers and their management and professional (M&P) staff who wish to pursue telecommuting: *Telecommuting Guidelines*, a *Telecommuting Application* template form and a *Telecommuting Agreement* template.

It is important to ensure that the application and agreement are completed in full and that the guidelines are fully understood.

The materials are available online – for viewing and downloading - at www.hr.ubc.ca/telecommute. Note that the *Telecommuting Application and Telecommuting Agreement* can be customized for your department use and is provided in both Word and PDF format online. We have also created FAQs for M&P staff and department administrators and have posted these online as well.

To be clear, it is not anticipated that telecommuting will suit all M&P roles. It is up to the manager to review each application for telecommuting and make the determination as to whether such an arrangement is suitable or not. The department must continue to be able to function effectively.

All departments contemplating telecommuting agreements must be clear on the telecommuting guidelines as well as departmental and university security systems and privacy policies prior to entering into any agreement with staff.

As identified above, at this time the telecommuting guidelines apply only to M&P staff. Moving forward, Human Resources will review the possibility of telecommuting for our other employee groups. This will require a review of the respective collective agreements and handbooks, as well as consultation with administrators and the respective union executives.

If you have any questions with regard to the guidelines, application or agreement, please contact your Human Resources Advisor.