

Offsite Work Terms & Conditions

Scope of Agreement

These terms and conditions apply to any employee when working offsite including eCampus and Faculty*.

*Faculty and eCampus follow the Parameters/Rubric found in Appendix A on Connect regarding work that can be completed on and off campus and must abide by the Terms and Conditions set forth in this document unless indicated as “not applicable to Faculty and/or eCampus”).

General Expectations

Working offsite does not change the basic terms and conditions of your employment at NSCC. Working offsite arrangements require that:

- Although employees may work in a hybrid or offsite arrangement; their contractual place of work is recognized as their designated onsite NSCC campus or location or eCampus
- The approved offsite work location is considered an extension of the workplace. As such, all policies, Code of Conduct, procedures, and applicable Collective Agreement provisions apply. Specifically, but not limited to; the Employee and Student Code of Conducts, Fraud Policy, Occupational Health & Safety Policy, Respectful Community Policy, Sexual Violence Policy and Information Security Policy, as well as all other policies and procedures that govern our work environment at the College.
- The employee must successfully complete mandatory online Cyber Awareness course(s) through the College Security Awareness Platform and enroll in Multi-Factor Authentication to meet College cyber security requirements.
- The employee understands that all existing job duties, responsibilities, and requirements remain in effect for the position.
- The quality and quantity of work must be maintained consistent with set work expectations.
- Virtual or in-person goal setting, development of Employee Success Plans and (if required) performance management must continue to occur with immediate manager.
- All reporting obligations continue during times employees are working offsite. Reporting obligations include but are not limited to; the requirement that prior approval be requested and received before any overtime/lieu time, vacation, personal days or other absences.

Off-Campus/site work location

All employees with remote or hybrid work arrangements **must** have a documented pre-approved work location on file. Approved work locations must include contact information such as an address and phone(s) number and continue to meet criteria outlined below.

The agreement between the employee and NSCC to work off-campus/site is specifically for work within the province of Nova Scotia. An employee cannot assume the agreement automatically extends to work outside of Nova Scotia.

- Requests to work from outside the province of Nova Scotia require additional assessment given differing provincial regulations regarding Occupational Health and Safety, Worker’s Compensation and Labour Standards. **No approval** will be granted prior to consultation with Human Resources.
- The College **cannot** support requests for off-site or hybrid work outside Canada.



Changes in approved off-campus/site location (temporary or long-term)

- **Any** change in location from the approved off-campus/site location, whether temporary or long-term, **must** be pre-approved in writing by the manager.
- Should an employee be considering a move or working outside of the province of Nova Scotia while with the College, they are **required** to advise the College well in advance of any such move however, it should be noted that there is no guarantee that employment with NSCC will be maintained (see “Off Campus/site work location” section above). Failure to speak to your Manager in advance of relocating outside the province will result in action, up to and including termination.

Periodic reviews

Periodic reviews of ongoing work arrangements are conducted to evaluate whether the arrangement continues to meet the needs of the population being serviced (e.g. students, employees, departments, partners, etc.) at the required standards of performance.

Work schedule/core hours

(not applicable to Faculty)

The daily work schedule for the days working at an approved offsite location is subject to the approval by the employee’s manager. Work hours are generally not expected to change. The manager may require that the employee work certain “core hours” and be accessible during those hours.

Employees should consider posting their agreed upon schedule at their designated campus or location as part of their signature.

Equipment

Employees are required to record all NSCC technology assets necessary for an offsite work arrangement by completing a Technology Assessment form, found within the Technical Service Desk Service icon on the desktop.

The completion of an [Asset Loan Form](#) which tracks non-technology assets is required.

Please note: Managers are responsible for the cost of any additional technology/equipment /supply requests for their area.

Printers will not be provided. Employees working offsite are asked to limit printing needs to those they can do at their campus or location.

The employee’s use of equipment, software, and all other resources provided by NSCC is limited to the purposes of working offsite and is not intended for their personal use. The College does not provide home internet service or phone service.

It is important to note that the College will not outfit both the onsite campus or location desk, office, or cubicle as well as an agreed upon offsite work location with comparable equipment.

When the College has provided equipment or supplies used for the purposes of fulfilling the employee’s duties, the equipment or supplies remain the property of the College, and the employee is required to maintain them and return them at the end of the offsite work arrangement or earlier if requested by the College.

- If the employee’s employment with NSCC ends, or the offsite work arrangement is discontinued for any reason, the employee must return all NSCC property within an agreed upon timeframe. Failure to return College property may result in the College withholding money. The manager is responsible for ensuring a timely return and record of the receipt of College property.
- The failure to return all equipment, technology, furniture, supplies, etc. may result in the deduction of the assessed value of the equipment from your salary.

If the employee is using their own equipment, the employee is responsible for all maintenance and



repair.

College technical support will only be available for issues related to College equipment, hardware, software and programs. Employees must comply with mandatory NSCC technical policies and requirements including:

- Installing Operating System, Software and access to College systems (e.g., Brightspace, PeopleSoft) and any required updates
- Installing required security such as anti-virus, anti-malware software, firewalls etc.
- Employees shall not use personal equipment for College business if they have any reason to believe it is in a compromised state. All security concerns are to be addressed and reported to NSCC.
- If the personal equipment being used for College business is shared within a family or used by multiple people, the employee is responsible to ensure College systems and information is protected and not accessible to others.
- **NOTE:** All records and materials provided by the College shall remain the property of the College. No sensitive or personal information is to be saved or synced to your personal device's hard drive or storage.

If the employee requires specialized equipment, assisted devices or furniture for medical reasons, the process outlined in the Employee Workplace Accommodation Policy will apply. NSCC's goal under the Employee Workplace Accommodation policy, is to provide reasonable accommodation to support the employee's ability to complete their job, perform their work and fully participate in employment at the College.

Accommodation within the context of an offsite work arrangement may include a return to working onsite at the designated campus or location where specialized equipment, assisted devices or furniture are more readily accessible.

Cyber security awareness

The employee must successfully complete any and all mandatory online Cyber Awareness course(s) through the College Security Awareness Platform and enroll in Multi-Factor Authentication to meet College cyber security requirements.

Technical support

The College will be responsible for technical maintenance and repair of College owned equipment.

Technical support is limited to phone/email/Team meeting. If the issue cannot be resolved virtually, the employee is responsible for the return of the laptop to the College for repair. In this event, the College will arrange for the employee to receive a loaner laptop in the interim.

The employee is responsible for the cost of any repairs caused by the misuse of the equipment, or by negligence. NSCC reserves the right to exchange or retrieve College-owned property with reasonable advance notice.

Inability to work at approved offsite work location

In the event of interruptions in communications caused by the failure of equipment/technology/network, employees will promptly notify the manager for guidance on how to proceed to minimize disruption in work. The employee may be required to return to their designated NSCC campus or location (onsite work location) if practical, dependent upon the nature and projected length of the disruption.

Workspace

Employees with an offsite work arrangement must have a defined, suitable work area in their approved offsite work location that considers ergonomics, equipment, space, noise, privacy (for potentially sensitive conversations) and other interruption factors. To ensure a safe working environment, the home office must be set up per the [Home Office Ergonomics](#) guidelines developed by OHS&E, and any appropriate adjustments implemented.



The employee's approved offsite work location should provide adequate lighting, telephone service, electrical outlets, and temperature control. Headphones should be used to keep confidential conversations private. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work. Homeowner's insurance and any changes in rates or coverage are the responsibility of the employee. Any increases in the employee's home utility costs are the responsibility of the employee.

Employee feedback and evaluation

The quality and quantity of work must be maintained consistent with expectations. To continue, the offsite work arrangement should have no negative impact on the employee's or another employees' performance or workload, communications and/or the efficiency or effectiveness of work coordination between interdependent work areas.

Virtual or in-person goal setting, development of Employee Success Plans (ESP) and (if required) performance management will continue to occur with the manager. All employees, onsite or offsite, are treated alike for the purposes of feedback and evaluation. However, managers may need to utilize different modes for communicating with employees who work offsite (e.g. Teams).

Communications

Managers set expectations around response times and methods of communication. This includes checking voice mail and email regularly and responding accordingly, attending virtual job-related meetings, training sessions etc. and if required, returning to the workplace as directed.

An employee with an offsite work arrangement assumes primary responsibility for maintaining effective communication with students and co-workers as necessary. Employees must be available and accessible during the hours arranged with their manager. This includes, but is not limited to, being available by telephone and/or email, and the attendance at virtual meetings, conference calls, team meetings, etc.

Cameras ***are to be on*** while teaching or during meetings via videoconference. In larger meetings formatted as presentations, listeners may have their cameras turned off. In such cases, cameras should be turned on when speaking or asking questions. In addition, microphones should be muted when not speaking to minimize noise and distraction.

Employees must ensure that the offsite work arrangement causes no disruption in the efficiency of work, and that the employee is available to their students, co-workers, and managers. This means, for example, that those employees must keep their calendar up to date, indicating when they are actively engaged in meetings, calls, or projects and when they are available.

For clarity, employees cannot tag their working hours as 'unavailable' or put "out of office" messages on e-mail and voice mail systems indicating that they are unavailable when they are working at their offsite location and available through other means.

Protection of information

Whether an NSCC employee works onsite or offsite, the College is subject to various requirements regarding privacy and confidentiality. Information that is not public must be treated as confidential. All privacy requirements must be met by the employee in respect of any electronic or hardcopy information or records outside secure College environments or that the employee accesses electronically from offsite. The employee with an offsite work arrangement must therefore take all reasonable steps to secure and maintain the confidentiality of all College information and documents while they are being transported to and from the employee's offsite workspace, and while the documents are in the offsite workspace.



NSCC is obligated by Nova Scotia Privacy Protection laws including the Freedom of Information and Protection of Privacy Act to protect personal privacy. When working offsite, employees must follow all applicable College policies related to Information Security, Technology Resources - Acceptable Use Policy and Records Management that are in place at NSCC to ensure we protect the personal information of all members of the College community.

NOTE: All records and materials provided by the College shall remain the property of the College. No sensitive or personal information is to be saved or synced to your personal device's hard drive or storage.

Recall/return to NSCC campus or location (onsite workspace)

Employees with a remote or hybrid work arrangement must be accessible and available for return to their campus or location for a variety of reasons including, but not limited to a need for in-person participation in meetings or briefings, special assignments, training, unscheduled absence of other employees, emergencies or other situations deemed necessary by the manager to meet operational, staffing, and workload requirements. Subject to operational requirements, a manager will strive to provide 24 hours advance notice to recall an employee to the NSCC campus or location.

Office supplies

Office supplies will be provided by the College as needed. The employee will be responsible for collecting office supplies from the primary work location. eCampus employees should speak to their Academic Chair about how to access office supplies needed in the course of their work. Any out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the manager.

Injury or accident

The offsite workspace is considered an extension of the College's workplace and therefore will be subject to and governed by applicable Workers' Compensation legislation or Injury on Duty procedures. Employees will be expected to comply with normal reporting requirements for any work-related accident or injury and report any injuries or accidents that occur **during** their offsite work to their manager as soon as reasonably possible, but no later than seven (7) days after such injury/accident.

For clarity, injuries/accidents must have occurred when performing your work duties and not while performing personal tasks within your home. The Online Accident/Incident e-Form, available on employee desktops, should be completed.

Liability for injuries

The employee with an offsite work arrangement is wholly responsible for any personal injury or accidents involving any other individuals (e.g., other household residents, visitors), or for any loss or damage to the personal property of such other individuals, in the approved offsite workspace or the dwelling in which it is located. The employee releases the College from any and all such claims and/or any and all liability arising out of the employee performing their duties at the offsite work location.

Travel and other expenses

The employee with an offsite work arrangement **will not be paid** for time or mileage involved in travel between the approved offsite work location and their designated NSCC campus or location. **Any exceptions must receive prior approval.** In the case of a short-term exception in extenuating circumstances, managers must receive prior approval in writing from the Vice President Travel & Reimbursement Policy). These arrangements will be considered a taxable benefit.

Please refer to the Travel and Reimbursement Policy on Connect for all other business-related travel.



Should an employee choose to relocate within the province during the course of the agreement, they should be aware that they may be required to be present at their onsite campus or location as agreed upon (days, hours) and any additional travel expenses they might incur as a result of the move will not be reimbursed by the College.

NSCC will reimburse any necessary pre-approved work-related expenses. Any pre-approved expenses (one time or recurring) that form part of the offsite work agreement must be specified in writing. Upon submission of receipts, and per the applicable policy, claims will be reviewed and processed if pre-approved.

NSCC will provide eligible employees with a College-owned cell phone and service. Employees must use MS Teams for all College work calls unless pre-approval has been granted to use another College sanctioned platform. When any of this is not possible, any long-distance work calls made from an offsite work location landline, or base cell plan where charges are incurred, the employee may be reimbursed through the normal expense process (with pre-approval and required proof of expenses).

College, Campus or location closure

In the event of a temporary College, Campus or NSCC location closure on a normally scheduled working day, employees working offsite who are scheduled to work that day are required to do so. Employees are not entitled to receive overtime pay or compensatory time off for performing work during their regularly scheduled hours even though the campus, location or College is closed.

Dependent care

Offsite work arrangements are not an alternative to childcare or dependent care and, when applicable, the employee must make appropriate arrangements for childcare and/or dependent care.

Income tax

It is the employee's responsibility to determine any income tax implications of maintaining a home office area. At the end of the taxation year, NSCC will provide form T2200, if appropriate, and upon request, for employees who meet CRA criteria related to working offsite. Faculty are not generally eligible for a T2200 as time offsite for instructional duties (see Parameters/Rubric) will not meet the CRA threshold. Should a faculty member, who is not eCampus, work offsite for 50% or more, and want a T2200, they should contact their Academic Chair who will need to provide details to Payroll.