

# FLEXIBILITY REQUEST FORM



University  
of Victoria

Employee Name		Supervisor Name	
Department			
Work schedule	Please describe type of schedule: Campus Flex Hybrid Flex Remote Flex* <small>*an additional agreement must be signed for remote flex; contact your HRC</small>		
Start date		End date	

## STEP 1: Employee initiates the request

Confirm the following prior to initiating the request:

- I have considered my unit/department's [Flexibility criteria](#) in making this request.
- I have read and understand the Flexibility Framework guidelines and [principles](#).
- I have completed the [Self-Assessment & Home Office Safety Checklist](#) (For Hybrid or Remote Flex requests).

## STEP 2: Employee and supervisor meet to jointly review the request.

The employee and supervisor meet to review the request. Decisions are at the sole discretion of the manager/supervisor. Disagreements related to Flexibility Framework requests may be reviewed by the senior excluded leader in the faculty, program or division (Dean, Director or higher).

## STEP 3: Employee and supervisor review flexibility guidelines and confirm agreements and team norms developed to support the arrangement. Forms are retained in departmental files. See [Conversation Guide](#).

My supervisor and I have discussed this request and have developed agreements to support its success.

Employee name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The employee and I have discussed this request and have developed agreements to support its success.

Supervisor name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor one-over signature (optional): \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** for a [Remote Flex](#) arrangement that is long distance or out of province a separate agreement must be signed. Contact [Human Resources Consultant](#) for details.

## LOCATION OF WORK

- A remote work location will normally be the employee's home unless a different location is specified and agreed upon. Employees will maintain their [UVic employee profile](#) with their current home address and emergency contacts.
- Mileage, parking, or transit fees will not be reimbursed when an employee is required to attend work at the university.

## TERMS & CONDITIONS, POLICIES & GUIDELINES

- Flexible arrangements do not alter the terms and conditions of employment. Job descriptions, hours of work, collective agreements and other employment terms and conditions continue to apply.
- Relevant workplace policies, guidelines and legislation continue to apply.

## HOURS OF WORK & SCHEDULING

- Hybrid and Remote Flex arrangements do not alter the assigned workload, and employees are accountable for fulfilling their normal hours of work per week.
- Flexible arrangements may include non-standard work schedules but must consider collective agreement provisions, the need for employee availability and accessibility during normal office hours.
- Employees working remotely must ensure they remain free from personal distractions or interruptions during their regular hours. Working remotely is not a substitute for dependent care or other personal obligations.

## PERFORMANCE

- A flexible arrangement should not impede an employee's ability to meet performance expectations and complete regular work functions and duties, including communicating with colleagues and supervisors, providing client/student service and remaining current on departmental and operational issues and updates.

## HEALTH & SAFETY

- Employees with flexible arrangements continue to be covered for injuries that arise out of and in the course of employment, and compensation will be limited to the designated remote workspace within their home or other agreed upon work location. If an employee suffers an injury while in their designated remote workspace, they should immediately seek assistance, report the incident to their supervisor as soon as possible and document the incident on the UVic report form available from [OHSE](#), including any [WorkSafeBC claim forms](#), if applicable.

## OFFICE FURNITURE, COMPUTER EQUIPMENT AND EXPENSES

- Employees with Hybrid Flex or Remote Flex arrangements will establish an appropriate, professional workspace free from personal distractions and interruptions. Workspaces should be ergonomically optimized with proper furnishings and adequate space that supports working efficiently and safely. When the employee does not retain a dedicated on-campus workspace and the remote location is considered the primary work location (4 days a week or more), UVic may provide office furnishings.
- Computer equipment used in remote locations will be UVic standard computers available through the [Technology Solutions Centre](#) that are managed by appropriate UVic personnel (e.g. University Systems Desktop Support Services) and utilize the UVic Virtual Private Network (VPN) service at all times. Equipment supplied by UVic will be maintained by the university and is subject to all applicable rules, policies and practices relating to use of equipment. Employees must take reasonable steps to protect any university property from theft, damage or misuse.
- The employee must provide internet connectivity that functions consistently with sufficient bandwidth so that the employee can work effectively and meet the expectations of the role.
- Employees must comply with UVic's Information Security 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.
- The employee is responsible for obtaining and maintaining adequate home insurance and should consult with their insurer on any insurance implications due to working at home.

RESOURCES : Flexibility Toolkit: [uvic.ca/hr/manager-support/flexibility/index.php](http://uvic.ca/hr/manager-support/flexibility/index.php)

Frequently Asked Questions: [uvic.ca/hr/manager-support/flexibility/faq/index.php](http://uvic.ca/hr/manager-support/flexibility/faq/index.php)