
OVERVIEW

An in-person presence on-campus is an important part of the University culture. Employees who participate in the Hybrid Work Program (the “Program”) are expected to be physically present on-campus, in accordance with the Program. **Ultimately, employees of the University need to be based in Alberta.** Only in exceptional circumstances will the University consider approving an employee remotely working outside of Alberta.

Hiring employees based in different provinces involves ensuring compliance with applicable legislative and regulatory frameworks, namely employment standards, as well as occupational health and safety requirements. Moreover, hiring employees to work outside of Canada is considerably more complex, where the University must comply with local labour, tax, immigration, and payroll rules and regulations. In these circumstances, the University would be required to do an individual localized assessment to determine its obligations should an employee be hired to work in a country outside of Canada.

Requests to Work Outside of Alberta but within Canada

A reports-to-manager/hiring manager shall escalate an employee request to work outside of Alberta to the applicable SLT member. Subsequently, the SLT member is required to consult with, and have endorsement from People and Culture prior to approval.

Below are examples of criteria the SLT member will be required to demonstrate:

- The employee’s job function is vital to the University’s core mission, vision and values
- The employee works in an area and/or field that is considered difficult to recruit (e.g. the inability to recruit a candidate with a similar level of expertise and knowledge with a comparable compensation rate)
- The employee has demonstrated outstanding performance over a considerable amount of time
- The employee will continue to reside in Canada
- The employee continues to be legally able to work in Canada

Requests to Work Internationally

The rule is that all employees of the University must reside in Alberta. However, in the rarest of circumstances, consideration will be given to an international hire on the following basis:

- That the reason for the international location is specifically connected to an operational objective of the University

Working internationally will not occur because the employee simply prefers a certain work location and has a desire to reside outside of Canada.

Should an SLT member believe that they have an exceptional case, the SLT may request that an independent international relocation feasibility analysis be conducted. This independent analysis shall be conducted by People and Culture. Prior to embarking on the logistics of whether this can occur (a local legal analysis of the foreign jurisdiction), the first stage of the analysis will be satisfying the reason for the international hire/relocation.

Upon the conclusion of the review, People & Culture shall submit the independent legal analysis (performed by Legal Services) to the applicable Executive Leadership Team (ELT) member for review and consideration. The ultimate decision rests with the appropriate ELT member.

Concluding Arrangement

All approved arrangements to work outside of Alberta will be reviewed annually by the responsible leader, to ensure the eligibility requirements remain present. In all circumstances (both domestically and internationally), should an employee be granted permission to work outside of Alberta, the University reserves the right to end the arrangement, for any reason, by providing ninety (90) calendar days' notice to the employee.