

# SFU HYBRID WORK

## HOW TO REQUEST HYBRID WORK / SUGGESTIONS ON HOW TO RESPOND TO A REQUEST AS A SUPERVISOR

### IF YOU'RE AN EMPLOYEE REQUESTING A HYBRID WORK ARRANGEMENT

- 1 Arrange to speak with your supervisor if you would like to make a hybrid work arrangement.
- 2 Highlight how you can support staff, faculty and student transitions back to campus, while having a hybrid work arrangement, so your supervisor can review your request and/or present it to senior leadership.
- 3 According to the SFU Return to Campus FAQs\*, supervisors should be able to allow work-from-home requests on a case-by-case basis.
- 4 Contact APSA if there are any concerns, questions or if your request is health-related.

\*The Return to Campus FAQs state:

“Supervisors will make decisions on whether to allow work-from-home requests on a case-by-case basis.”

The letter sent from Martin Porchuko and Dr. Catherine Dauvergne on July 15, 2021 states:

“We are currently considering options to allow flexibility for employees to work from home.”

and

“In the meantime, summer **and fall** terms are a period of transition, and work arrangements should be managed at the unit/department level to align with service and operational needs.”

APSA confirmed with SFU HR that the decision on work arrangements will be made at the unit level and HR is encouraging flexibility where possible.

### IF YOU'RE A SUPERVISOR RESPONDING TO A REQUEST

This transition to hybrid work arrangements is a difficult one for APSA managers. There may be a difference between SFU's position to staff on flexibility and how your senior leadership may be directing you.\*\*

- 1 If you have managerial authority, you should be able to decide on permitting work-from-home requests. Please do ensure that you account for the direction of your senior leadership.
- 2 Review staff requests on a case-by-case basis. Some staff members may need to be on campus to do their work, while others can do many of their job duties from home.
- 3 APSA can support you through facilitating discussions with your leaders, speaking to your HR Strategic Business Partner or further clarifying if you can authorize work-from-home requests.

\*\*The FAQs for the staff states that supervisors can make decisions on work-from-home requests. The Manager and Supervisor FAQs state that:

“A working group is developing and testing a framework for hybrid-work for the university, aiming for broader roll out in early 2022. Human Resources will be connecting with leaders to provide more information.

Leaders interested in trying out these new tools with their teams now will need approval from their Dean or administrative department heads. If approved, contact your HR Strategic Business Partner for more information.”

and

“It's important that we give ourselves and our teams some flexibility and time to gradually return **over the summer** so we can get reacquainted with our lives on campus.”