



Requirements on Employment Outside of Alberta

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 and costly than hiring employees based in Alberta.

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.