

FW: R2W Criteria for Consideration

From: Tucker, Shannon AFF:EX <Shannon.Tucker@gov.bc.ca>
To: Lyttle, Shawna AFF:EX <Shawna.Lyttle@gov.bc.ca>
Sent: August 12, 2021 3:26:38 PM PDT
Here babe

From: Norton, Chris AFF:EX <Chris.Norton@gov.bc.ca> **On Behalf Of** McGuire, Jennifer AFF:EX
Sent: August 4, 2021 2:02 PM
To: Bisschop, Lindsay AFF:EX <Lindsay.Bisschop@gov.bc.ca>; Dale, Alec R AFF:EX <Alec.Dale@gov.bc.ca>; Ellis, Rose AFF:EX <Rose.Ellis@gov.bc.ca>; Jonson, Byron AFF:EX <Byron.Jonson@gov.bc.ca>; Last, Gavin AFF:EX <Gavin.Last@gov.bc.ca>; Raymond, Mark AFF:EX <Mark.Raymond@gov.bc.ca>; Todosichuk, Ardice AFF:EX <Ardice.Todosichuk@gov.bc.ca>; Viney, Ursula E AFF:EX <Ursula.Viney@gov.bc.ca>
Cc: Zachary, Dawnae AFF:EX <Dawnae.Zachary@gov.bc.ca>; Norton, Chris AFF:EX <Chris.Norton@gov.bc.ca>
Subject: R2W Criteria for Consideration

Hello EDs – As you are aware, return to work is fast approaching. Executive has had several conversations about the plan for return to work. We are aware that Eds have been considering what criteria to base individuals staff preferences on. We are already getting interest from a few wanting 5 day a week telework arrangements. So to help the conversations we have come up with the following for your consideration.

Here are a few DRAFT points for consideration for ADM approvals for staff requesting to work from home for 3 to 5 days per week along with their telework agreements:

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ADMs propose to consider the above criteria for AFF staff telework requests.

Can you please let us know your views on the above criteria as soon as possible – ideally before August 10.

Thanks.

Arif and Jennifer

RE: Updated: AF Telework Agreements

From: Lytle, Shawna AFF:EX
To: Pokorny, Peter AFF:EX <Peter.Pokorny@gov.bc.ca>
Cc: Evers, Charlene AFF:EX <Charlene.Evers@gov.bc.ca>
Sent: April 28, 2022 3:21:11 PM PDT
Attachments: Message from the Deputy Minister: Flexible Work in Our Ministry, ADM Rationale for Telework.pdf
Peter:

Per our conversation today, here is some further data/information as requested:

Divisional Breakdown:

- 4 days a week in office/1 day telework: approx. 11 people
-7 ARD
-2 SPID
- 2 DMO (Char and Shawna)
- 3 days a week in office/2 days telework: approx. ~~95~~ 90 people
-66 ARD
-22 SPID
-2 DMO (IGR Team – Diana and Jasmine)
- 2 days a week in office/3 days telework: approx. ~~30~~ 28 people
-20 ARD
-6 SPID
-2 DMO (Sunny and Jena)
- 1 day a week in office/4 days telework: approx. 10 people
-6 ARD
-4 SPID
- 0 days in office/5 days teleworking: approx. 24 people (*this does not include inspection staff that operate remotely as a standard of practice*).
-9 ARD
-15 SPID

Total: approx. ~~172~~ 163 telework agreements
Approx. 411 staff in AFF.

Public Service/Ministry Direction:

- PSA Telework [guidelines](#)
- Message from DM Wanamaker: <https://compass.gwww.gov.bc.ca/flexible-work-in-the-bc-public-service-a-message-from-lori-wanamaker/>
- Message from DM Ethier with Ministry criteria – attached.

Approval of 3 or more days of telework:

ADMs adhered to the following criteria for staff requesting to work from home for 3 to 5 days per week along with their telework agreements:

- Using the current PSA Telework agreement document
- All mandatory training and Oath completed
- Relinquished office, locker, and other staff assigned space in office building
- If Nature of Job involves meeting with stakeholders/public/clients then staff should be back in the workplace for those meetings

- Those staff that have always teleworked (prior to pandemic and through pandemic) may be considered to continue to telework if supported by Supervisor and Executive Director under new telework requirements
- Must be supported by Supervisor and Executive Director
- MyPerformance completed with specific metrics for work performance and training requirements
- MyPerformance past rating minimum of satisfactory performance
- Daily check-in system established with Supervisor (to ensure safety/wellness check of employee) as per WorkSafe BC requirement.
- Work through the pandemic has been deemed satisfactory (e.g., achieved timelines, accessible for questions and meetings, product satisfactory)
- Telework employees working 3-4 days out of the office will be expected to proportionally contribute to shared office responsibilities when in the office – Shared Office functions such as vehicle maintenance, representation on office committees such as JOSH or building committees, assist with reception or mail duties, etc. (the shared office resources should not be the responsibility of only the staff who are in the office the majority of the time)
- Those requesting 3-5 day telework arrangements must provide a maximum 1 page rationale (*example attached*) as to how the employee will ensure safety requirements, maintain connection with their team and supervisor, ensure satisfactory productivity, contribute proportionally to shared office responsibilities, and any other rationale to support the request along with the telework agreement

I've flagged this topic to the weekly exec agenda for Monday May 9th for further discussion when both Arif and I have returned from annual leave, but I hope this is helpful in the meantime.

Thank you.

Shawna Lyttle

Manager of Executive Operations and Planning

Deputy Minister's Office | Ministry of Agriculture and Food

T: 778 974-2142

From: Lyttle, Shawna AFF:EX

Sent: April 13, 2022 11:40 AM

To: Pokorny, Peter AFF:EX <Peter.Pokorny@gov.bc.ca>

Cc: Lalani, Arif AFF:EX <Arif.Lalani@gov.bc.ca>; McGuire, Jennifer AFF:EX <Jennifer.Mcguire@gov.bc.ca>; MacDonald, Lori CSNR:EX <Lori.MacDonald@gov.bc.ca>; Evers, Charlene AFF:EX <Charlene.Evers@gov.bc.ca>

Subject: Updated: AF Telework Agreements

Hi Peter:

Further to my email below, the branches have provided updated telework information; as of today, AF's current telework statistics are as follows:

- 4 days a week in office/1 day telework: approx. 11 people
- 3 days a week in office/2 days telework: approx. 95 people
- 2 days a week in office/3 days telework: approx. 30 people
- 1 day a week in office/4 days telework: approx. 11 people
- 0 days in office/5 days teleworking: approx. 25 people (*this does not include inspection staff that operate remotely as a standard of practice*).

Total: approx. 172 telework agreements

Approx. 411 staff in AFF.

Please note that PSA has requested updated telework information for our Ministry via PAWS. I will be submitting the updated spreadsheet to them shortly.

Thank you.

Shawna Lyttle

Manager of Executive Operations and Planning

Deputy Minister's Office | Ministry of Agriculture and Food

T: 778 974-2142

From: Lyttle, Shawna AFF:EX

Sent: March 28, 2022 2:59 PM

To: Pokorny, Peter AFF:EX <Peter.Pokorny@gov.bc.ca>

Cc: Lalani, Arif AFF:EX <Arif.Lalani@gov.bc.ca>; McGuire, Jennifer AFF:EX <Jennifer.Mcguire@gov.bc.ca>

Subject: FYI: AFF Telework Agreements

Hi Peter:

Per our conversation this morning, I will be asking the branches to update the existing spreadsheet on our executive sharepoint site to reflect our current telework data. In the meantime, the last stats I have on file from the fall of 2021 are as follows:

- 4 days a week in office/1 day telework: approx. 9 people
- 3 days a week in office/2 days telework: approx. 87 people
- 2 days a week in office/3 days telework: approx. 29 people
- 1 day a week in office/4 days telework: approx. 12 people
- 0 days in office/5 days teleworking: approx. 30 people (*this does not include inspection staff that operate remotely as a standard of practice*).

Total: approx. 167 telework agreements

Approx. 432 staff in AFF.

We did not include information for ALC, BCFIRB and MO.

Thank you.

Shawna Lyttle

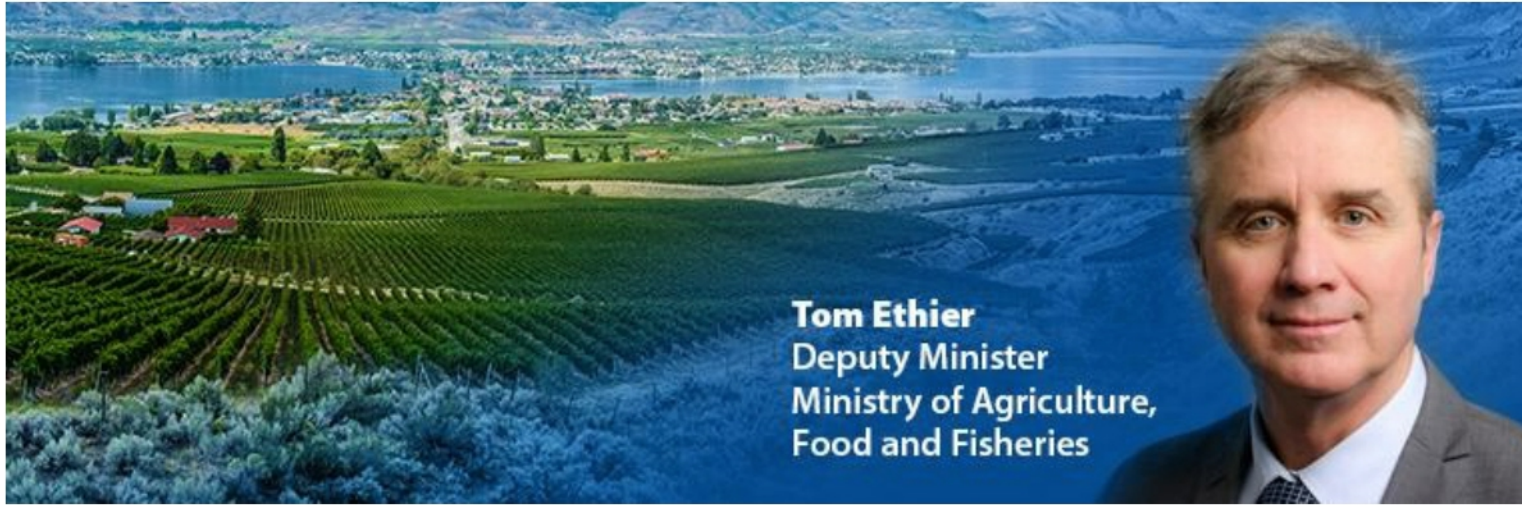
Manager of Executive Operations and Planning

Deputy Minister's Office | Ministry of Agriculture and Food

T: 778 974-2142

Message from the Deputy Minister: Flexible Work in Our Ministry

From: Ethier, Tom AFF:EX
Sent: July 20, 2021 4:22:43 PM PDT
Attachments: image001.jpg



This morning [Lori Wanamaker shared the overall direction](#) the BC Public Service is taking on sustaining flexible work options beyond the pandemic.

As a result, if you wish to continue working remotely you may do so until the anticipated transition to Step 4 of the Restart Plan on September 7, 2021. To continue working remotely beyond that date, you must have an approved telework agreement in place using the template provided by the BC Public Service Agency (PSA). It will still be possible to establish a flexible work arrangement after September 7th, but if you don't have an approved agreement in place by then you will be expected to return to your regular workplace on your regular schedule on that date.

The telework agreement template is the same one used before the pandemic, with some updates to the existing criteria for flexible work. There are three important new criteria to be aware of:

1. **Mandatory Training:** you must complete all mandatory corporate training prescribed by the PSA before a telework agreement can be approved. This includes IM 117 and the Annual Review of the Standards of Conduct and Oath of Employment. The PSA may prescribe additional training in the future, but most of you will have recently completed both these required online courses.
2. **Executive Approval:** requests for remote work three days or more a week require approval by the employee's Assistant Deputy Minister in addition to your supervisor's approval.
3. **Workspace:** if approved to work remotely three or more days a week, you will be expected to forego a dedicated desk or workspace in your regular workplace. You will always have access to a workspace in the office, but it may be a shared or mobile location as determined by the ministry's workspace planning requirements over time. Ministries may, at their discretion, extend this requirement to telework agreements that involve one or two days of remote work per week to address their workspace planning needs.

If you already have an approved telework agreement in place and it uses the required template, you need to have a conversation with your supervisor to confirm that they agree to continuing the existing arrangement and you meet all required criteria. Consistent with the new criteria, your supervisor may also need to confirm ADM support. If your existing agreement does not use the required template or needs amendments, you will need to work with your supervisor to

complete a new agreement. More information on the criteria for flexible work and supporting resources, including FAQs, are available on the [MyHR website](#). If you borrowed equipment from the office, such as a chair or computer monitor for your home office, you will need to return it by September 7th even if you continue to work remotely.

Within our ministry, we will approach support for flexible work in a way that effectively supports our operational considerations, our obligations to the public and how it shapes our culture as an organization.

MAFF Rationale for Telework Arrangement

Employee Name: X

Supervisor, Unit & Branch: X

Telework Arrangement: Up to 3 days of telework/week

- This employee telework arrangement is supported by X's supervisor under the following rationale:
 - X has demonstrated strong performance while working from home during the COVID pandemic and is surpassing goals as set out in her MyPerformance Profile.
 - X is very responsive and timely with executive requests – working from home has not impeded her high standard of service delivery.
 - A flexible work arrangement (e.g., part time telework agreement) supports X's current family situation as she has a child with weekly specialist appointments which she needs to attend which are 49 KMs (1 hour) from the office. If she worked from office on those days, the trip would be 79 km and with traffic take close to two hours. Thus, the telework arrangement increases her productivity and time available for work on those appointment days.
 - X will be sharing her workstation with other FBB employees and understands the continued requirement to take on shared office responsibilities for CP2.
 - She is open and receptive to coming into the office to meet and collaborate with the rest of the team.
- X maintains regular connections with the admin team and her supervisor through regular daily check ins (including in the morning, before logging off, and throughout the day as needed).
- Telework agreement outlines the safety requirements (#8) along with shared office responsibilities (#9).

ADM Arif Lalani

APPROVE / NOT APPROVE

Fwd: Update: Digital Telework Agreement - 60 Day Expiry

From: MacDonald, Lori CSNR:EX <Lori.MacDonald@gov.bc.ca>
To: Bridge, Geoff IRR:EX <Geoff.Bridge@gov.bc.ca>, Jang, Monica EMLI:EX <Monica.Jang@gov.bc.ca>, Meadows, Jennifer L ENV:EX <Jennifer.Meadows@gov.bc.ca>, Lyttle, Shawna AF:EX <Shawna.Lyttle@gov.bc.ca>, Thomson, Craig S EAO:EX <Craig.Thomson@gov.bc.ca>
Sent: November 10, 2022 11:46:45 AM PST
Sharing -

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From: Thickens, Melissa PSA:EX <Melissa.Thickens@gov.bc.ca>
Sent: Thursday, November 10, 2022 11:44:21 AM
To: Strategic HR Council Members <STHRCMEM@Victoria1.gov.bc.ca>
Cc: Bryant, Jill PSA:EX <Jill.Bryant@gov.bc.ca>; Stothers, Meghan PSA:EX <Meghan.Stothers@gov.bc.ca>; Bronee, Rueben PSA:EX <Rueben.Bronee@gov.bc.ca>; Busby, Ian A PSA:EX <Ian.Busby@gov.bc.ca>; Godfrey, Debbie PSA:EX <Debbie.Godfrey@gov.bc.ca>; Gadsby, Sean C PSA:EX <Sean.Gadsby@gov.bc.ca>
Subject: Update: Digital Telework Agreement - 60 Day Expiry

Hello folks, the telework expiry period has been adjusted from 30 to 60 days, as per requests. Here are some key messages for you. Thank you

M

- We received feedback from ministries stating the 30-day expiry for digital telework agreements is often not enough time to achieve sign-off.
- In response to this feedback, we've extended the expiry within the system to 60 days to allow a longer period for executive sign-off.
- A further update to the system that supports the digital telework form will now allow users to save a draft version of the form.
- These updates reflect our iterative, constant improvement approach to forms development to meet the needs of our employees and executive.

Melissa Thickens (she/her)

Executive Director, Corporate Workforce Strategies
BC Public Service Agency
Phone: 250.213.5194 | melissa.thickens@gov.bc.ca

Note: This message is confidential and may not be disclosed without the written consent of the sender

RE: ALERT - eApprovals Item ID: 6544 - Item Forwarded - Due 2022-12-01

From: Squires, Paul E AF:EX <Paul.Squires@gov.bc.ca>
To: Hansen, Erin AF:EX <Erin.Hansen@gov.bc.ca>, Lyttle, Shawna AF:EX <Shawna.Lyttle@gov.bc.ca>
Sent: November 18, 2022 10:27:46 AM PST

Thanks, Erin. If you can let EDs know that we won't make further determinations on any requests that are for greater than 2 days at home until all of the telework agreements are completed by the end of the month and we have a look at the new data on how things look across the ministry.

I'll hold this in my eApps for now.

-Paul

From: AGRI eApprovals <donotreply@sp.gov.bc.ca>
Sent: November 18, 2022 09:40
To: Squires, Paul E AF:EX <Paul.Squires@gov.bc.ca>
Subject: ALERT - eApprovals Item ID: 6544 - Item Forwarded - Due 2022-12-01

Hansen, Erin AGRI:EX [Assignee] forwarded an eApprovals item to Squires, Paul E for action

Comment: Telework agreement for approval.

#:

Title: Telework Agreement - Gagandeep Dhillon

Full Name:

Due Date: 12/1/2022

Category: Other - Miscellaneous

[Go to item...](#)

Telework Agreements over two days

From: Hansen, Erin AF:EX <Erin.Hansen@gov.bc.ca>
To: Raymond, Mark AF:EX <Mark.Raymond@gov.bc.ca>, Bisschop, Lindsay AF:EX <Lindsay.Bisschop@gov.bc.ca>, Jonson, Byron AF:EX <Byron.Jonson@gov.bc.ca>, Last, Gavin AF:EX <Gavin.Last@gov.bc.ca>, Austin, Joyce AF:EX <Joyce.Austin@gov.bc.ca>, Anderson, Arlene AF:EX <Arlene.Anderson@gov.bc.ca>
Cc: Lyttle, Shawna AF:EX <Shawna.Lyttle@gov.bc.ca>, Squires, Paul E AF:EX <Paul.Squires@gov.bc.ca>
Sent: November 18, 2022 10:33:06 AM PST
Attachments: image001.png
Good morning.

I have been advised that we won't make further determinations on any requests that are for greater than 2 days at home until all of the telework agreements are completed by the end of the month and we have a look at the new data on how things look across the ministry. eApprovals with Telework Agreements will be held with Paul until that time.

Thanks,
Erin



ERIN HANSEN (she/her/hers)
Senior Executive Assistant
Agriculture Resource Division
Ministry of Agriculture and Food
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🌱 Please consider the environment before printing.

Respectfully acknowledging that I live and work on the traditional and unceded territories of the Meluxuh Territory, the Quw'utsun, Malahat, Ts'uubaa-asatx, Halalt, Penelakut, Stz'uminus, & Lyackson Peoples and the Lekwungen speaking peoples, Esquimalt and Songhees First Nations.