KENJGEWIN TEG

VIRTUAL WORK ENVIRONMENT POLICY

Policy Category	Corporate Services
Policy Search Name	*C – Virtual Work Environment Policy*
*Anishinabek Standard	
Place of Learning	*F. Fosters extensive on-going participation, communication and interaction between Kenjgewin Teg and community personnel.*
Educators	*N/A*
Students	*N/A*
Curriculum	*N/A*
Approval Date & Board Motion Number	*12/6/2022* Motion#100-2022
Effective Date	*12/6/2022*
Previous Versions	Date initially approved: March 10, 2022 (2.1.3b Virtual Work Environment) Date of last revision: 10/20/2022

*These are organizationally adapted standards from the World Indigenous Nations Higher Education Consortium (WINHEC) and the Alaska Comprehensive Centre/Alaska Native Education approved by the Kenjgewin Teg Board of Directors, 2015.

1.0 Background and Purpose

1.1 Kenjgewin Teg has invested resources to support organizational growth in conducting business effectively through a virtual environment. The use of platforms such as MS Office/365 and Learning Management Systems have supported the organizations efforts to embrace and learn from a virtual environment. Employees enhance their understanding and skills to navigate and facilitate meetings and workflow activities.

2.0 Definitions

 "virtual"   occurring or existing primarily online as opposed to face-to-face/in-person.

3.0 Application

3.1 This policy applies to all staff members of Kenjgewin Teg.

3.2 This policy does not alter or supersede the terms of an existing employment relationship. The employee remains obligated to comply with all organizational policies, practices and instructions that would apply if the employee were working onsite.

3.3 Work products developed or produced by the employee while working virtually remain the property of the organization.

4.0 Policy

Policy Objective

4.1 This policy will ensure Kenjgewin Teg encourages a connection with and relationship building in a virtual working environment as well as continue to engage employees, students, and external partners.

Encouraged Practices

4.2 Sitting in front of screen can cause virtual meeting fatigue, employees are encouraged to take breaks away from their laptops/screens.

4.3 Employees who are facilitating meetings or workshop sessions must ensure that breaks are identified, and participants are encouraged to step away from their laptops/screens during the identified breaktime within the meeting.

4.4 Employees are encouraged to manage their time and schedule their work that limits the amount of time spent in front of a screen in a workday.

Virtual Meeting Etiquette

Having cameras on during meetings have been a controversial topic as virtual environments have increased in places of work. To support the connection with others and building relationships, the following virtual meeting etiquette will be practiced by employees:

4.4 Employees are encouraged to turn their cameras on for all meetings. However, there may be challenges that may prevent employees from keeping their cameras on (internet connectivity, for example).

4.5 Turn cameras on when speaking/presenting to the group (at a minimum)

4.6 Employees facilitating the meeting will make efforts to encourage screen sharing opportunities when conducting business in a virtual environment and when it is acceptable for employees to turn their cameras off.

4.7 For meetings with external partners, employees are expected to keep their cameras on while engaging in discussions.

5.0 Roles and Responsibilities

5.1 The President is responsible for the overall management and operation of Kenjgewin Teg.

5.2 The Corporate Services unit is responsible for overall implementation of this policy.

5.3 If a position referred to in this policy is vacant, the policy will not be invalidated. Instead, the President shall designate the roles and responsibilities of that role to another team member(s) and will ensure that the Kenjgewin Teg staff and community is informed of the designation(s) as appropriate.

6.0 Evaluation Date – 10/31/2024

6.1 This policy will be reviewed every two years as part of the Board of Director's policy review cycle and schedule. The evaluation date above represents the first date upon which this policy becomes eligible for review.

Related Legislation, Policies, Procedures, Guidelines and Documents	N/A
Policies Superseded by this Policy	*Kenjgewin Teg Personnel Policy, P2.1 Staffing*
The official version of this policy is housed in the Office of the President. In case of discrepancy between an online version and the official version held, the official version shall prevail.	