



Language of Work Rights While Teleworking

Employee language of work rights are not based on the location from which an employee teleworks. Rather, the right of an employee to be supervised in their official language of choice, whether working remotely or not, is based on:

- the location of the employee's position (the office they report to); and,
- whether the employee's position is bilingual (e.g., BBB, CBC).

More specifically, employees whose positions are in a [bilingual region](#) must be supervised in the official language of their choice if the employee:

- occupies a bilingual or either/or position; or,
- reports to a supervisor who occupies a bilingual position in a bilingual region.

Employees in bilingual regions must also be provided with the following in the official language of their choice:

- access to regularly and widely-used work instruments¹;
- the option to participate in meetings²; and
- training and professional development.

Employees whose positions are in a unilingual region must be:

- supervised in the official language of the region; and be
- provided with work instruments in both official languages when they are required to communicate with or provide services to the public or employees in both official languages.

¹ This includes policies, procedural documents, forms, templates.

² This includes virtual meetings. For additional information on ensuring linguistic duality in remote work situations, consult the [guidelines on remote work](#).

Official Languages and Supervision Scenarios in Unilingual vs. Bilingual Regions

Please see the scenarios below for an overview of supervision in unilingual³ vs. bilingual regions. For details, please see 6.1 in the [Directive on Official Languages for People Management](#).

	Location of Employee's Position	Language Requirement of Employee's Position ⁴	Language of Supervision
1	Bilingual region	Bilingual	English or French (employee's choice)
2	Bilingual region	Either/or	English or French (employee's choice)
3	Bilingual region	Unilingual	Language of employee's position or, if supervisor occupies a bilingual position located in a bilingual region, employee's choice
4	Unilingual region	Bilingual	Language that predominates in the province or territory of the employee's position
5	Unilingual region	Unilingual	Language that predominates in the province or territory of the employee's position

³ A "unilingual region" is any region not designated as bilingual.

⁴ Language Requirement refers to the language(s) needed to perform the job duties: only English or only French (unilingual position), both English and French (bilingual position) or either English or French, as chosen by the incumbent of the position (either/or position).

Examples of Supervision Scenarios

Example 1

An employee works as a manager in Ottawa and occupies a bilingual position. The employee can choose to be supervised in English or French.

Another employee occupies a bilingual position in Ottawa, but their manager is located in Vancouver (a unilingual region for language of work purposes). The manager must supervise the employee in their preferred official language, as it is the location of the employee's position that determines the language of work rights of the employee.

Location of Employee's Position	Language Requirement of Employee's Position	Language of Supervision
Bilingual region	Bilingual	English or French (employee's choice)

Example 2

An employee works in New Brunswick, a bilingual region for language of work purposes. The language requirement of their position is "either/or". The employee has the right to be supervised in their preferred official language.

Location of Employee's Position	Language Requirement of Employee's Position	Language of Supervision
Bilingual region	Either/or	English or French (employee's choice)

Example 3

An employee occupies a unilingual English position in Ottawa and reports to a supervisor who also occupies a unilingual position. The employee is supervised in English. A second employee occupies a unilingual English position in Ottawa but reports to a supervisor who occupies a bilingual position because they supervise other employees in bilingual positions. In this case, the employee has the right to be supervised in their preferred official language.

Location of Employee's Position	Language Requirement of Employee's Position	Language of Supervision
Bilingual region	Unilingual	Language of employee's position or, if supervisor occupies a bilingual position located in a bilingual region, employee's choice

Example 4

An employee works in a bilingual position in Alberta. They serve the public in English and French, but they are supervised in English, as that is the majority language of the region.

Location of Employee's Position	Language Requirement of Employee's Position	Language of Supervision
Unilingual region	Bilingual	Language that predominates in the province or territory of the employee's position

Example 5

An employee occupies a unilingual French position in Quebec City. During the COVID-19 pandemic, they worked remotely from Ottawa (bilingual region). They are supervised in French as that is the language of the region that their position is attached to (the office they report to).

Location of Employee's Position	Language Requirement of Employee's Position	Language of Supervision
Unilingual region	Unilingual	Language that predominates in the province or territory of the employee's position

Example 6

A manager occupies a bilingual position in Vancouver (unilingual region) and physically works in Vancouver. They supervise a team with positions located in unilingual regions (Vancouver, Quebec City, Edmonton) as well as in bilingual regions (Ottawa, Moncton, Sudbury). Employees whose positions are located in a unilingual region are supervised in the majority language of the region and employees whose positions are located in a bilingual region are supervised in the official language of their choice, regardless of the language profile of their position, because the manager occupies a bilingual position.

A manager occupies a bilingual position in Ottawa (bilingual region), but physically works in Vancouver (unilingual region). They supervise a team with positions located in unilingual regions (Vancouver, Quebec City, Edmonton) and in bilingual regions (Ottawa, Moncton, Sudbury). Employees whose positions are located in a unilingual region are supervised in the majority language of the region. Employees whose positions are located in a bilingual region are supervised in the official language of their choice, regardless of the language profile of their position, because the manager occupies a bilingual position.

Location of Employee's Position	Language Requirement of Employee's Position	Language of Supervision
Unilingual region	Unilingual or Bilingual	Language that predominates in the province or territory of the employee's position
Bilingual region	Unilingual	Language of the position <u>or</u> if supervisor occupies a bilingual position located in a bilingual region, employee's choice
Bilingual region	Bilingual	English or French (employee's choice)

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