



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 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 a bilingual region must also be provided with:

- access to regularly and widely-used work instruments¹;
- option to participate in meetings²; and,
- training and professional development³,

in the official language of their choice.

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.⁴

¹ Regularly and widely-used work instruments include policies, procedural documents, forms, templates.

² During calls or videoconferences that are either government-wide or involve a bilingual region, participants should be invited to use the official language of their choice when speaking or using chat functions. For additional information on ensuring linguistic duality in remote work situations, consult [guidelines on remote work](#).

³ Examples are courses, training sessions and career development programs.

⁴ This includes any documentation that employees may need to refer to when serving the public in both English and French.

Official Languages and Supervision Scenarios in Unilingual vs. Bilingual Regions

Please see the scenarios below for an overview of supervision in unilingual 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 ¹	Language of Supervision
1	<u>Bilingual region</u>	Bilingual	English or French (employee's choice)
2	<u>Bilingual region</u>	Either/or ²	English or French (employee's choice)
3	<u>Bilingual region</u>	Unilingual	Language of employee's position or, if supervisor occupies a bilingual position located in a bilingual region, employee's choice
4	Unilingual region ³	Bilingual	Language that predominates in the province or territory of the employee's position
5	Unilingual region ³	Unilingual	Language that predominates in the province or territory of the employee's position

¹ 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 (either/or position).

² Either/or positions only require the use of one official language, which is to be chosen by the incumbent of the position.

³ A "unilingual region" is any region not designated as [bilingual](#).

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 (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", meaning they can choose to work in either English or French. 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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