

# Remote Work Procedure

**Associated Policy:** Remote Work Policy

**Policy Sponsor:** Vice President, Human Resources

**Date:** June 29, 2022

### Purpose:

The Remote Work Procedure outlines eligibility criteria and steps required to engage in a remote work agreement which shall be mutually beneficial to the employee and the University.

Remote work may foster a productive and flexible work arrangement in operationally feasible scenarios. Remote work shall be reserved for select positions and does not replace the need for in person attendance at the University campuses as required by the manager.

The Remote Work Procedure is not intended to address situations whereby an individual requires medical accommodation to work away from campus; the University Accommodation Policy and Procedures shall be followed in those circumstances.

### 2.0 Definitions:

Campus Days: Days the manager requires the employee to attend the University campus to engage and check in with other staff, faculty, managers or students.

Designated Workspace: the location within the employee’s residence in which the employee has established a suitable designated workstation.

Remote Work Agreement: An approved agreement for regular, ongoing remote work. The remote work agreement is not required for occasional requests to work remotely.

### 3.0 Eligibility:

OPSEU and Exempt staff whose job duties can be carried out effectively may be eligible to participate in remote work subject to managerial and Human Resources approval.

3.1 Eligibility Requirements:

* The employee’s work can be accomplished remotely. Amendments shall not be made to job descriptions for the purpose of working remotely.
* A remote work agreement must not negatively impact another employee.
* The level of service to the University community must remain consistent.
* The employee must not have a recent documented history of unsatisfactory job performance.
* The employee must be free of any responsibilities e.g. child and elder care, during remote working hours.
* The employee’s work performance can be monitored and assessed remotely.
* In the case of multiple competing requests for remote work, seniority, personal circumstances (i.e. location of home residence relative to campus), and work performance will be taken into account. Medical accommodations to work remotely arranged through the Accommodation policy will be prioritized.
* Employees currently within their probationary or assessment period may have a modified remote work agreement to ensure the employee is appropriately onboarded and assessed for the position.

Not all positions will be eligible for remote work, and the right to approve or deny a request to work remotely falls upon the University.

### 4.0 The Remote Work Agreement

4.1 The initiative for remote work may come from the employee or the supervisor. Prior to submitting a Remote Work Application Form, the supervisor must determine if the conditions for successful remote work are present, carefully considering the risks and benefits of the arrangement.

4.2 Details of a potential Remote Work Agreement will include the percentage of time in which the employee would work remotely, a communication and engagement plan, along with any duties that may require on campus presence to complete. Remote Work Agreements may include Campus Days in which the employee will attend campus to collaborate with other staff and meet with their supervisor.

4.3 A Remote Work Agreement including the duration, and specifics of the agreement must be signed by the parties prior to commencing remote work. The Remote Work Agreement does not create a contractual entitlement to ongoing remote work, and the terms of the agreement may be altered, modified or cancelled by the University at any time. An employee may be required to attend campus with reasonable and appropriate notice at any time upon request of the manager.

4.4 A Remote Work Agreement requires approval of the employee’s manager, Dean, the appropriate Vice President, and Human Resources. The University maintains the sole and exclusive right to approve or deny Remote Work Agreements.

4.4 For employees with an approved Remote Work Agreement, the University may provide only shared workstations for work on campus.

4.5 Remote Work Agreements should be reviewed at 12-month intervals or sooner, as determined by management or the employee.

### 5.0 Designated Location and Expenses

5.1 Designated Location

Employees engaging in a Remote Work Agreement should have a suitable designated workspace within their private residence. This workspace should allow for confidential discussion and should be free of interruptions. Employees are responsible for ensuring appropriate high speed internet connections to allow work to be performed satisfactorily.

University proprietary information must be kept in a secure location within the employee’s work location and must not be accessible to others (including family members).

The employee will normally be responsible for supplying and furnishing their remote office space.

Designated Remote Workspaces must be in Ontario. Requests to work outside of Ontario for greater than 6 months requires additional approval from Human Resources.

5.2 Technology and Cybersecurity

Employees working remotely will be supplied with the necessary computing equipment needed to accomplish their work. The equipment format supplied i.e. Desktop/Laptop and any peripherals will be determined by the department and approved by management. Computer equipment must meet the standards set out through the IT Department and must be purchased through the university’s computer purchase program.

The use of computing equipment while working remotely shall conform to all relevant University policies, procedures and guidelines and best practices related to computing and telecommuting. Similarly, access to Trent’s network and information architecture from a remote location will also conform to all relevant University policies, procedures and guidelines and best practices related to computing and telecommuting”.

The employee is required to take all precautions necessary to protect and hold secure proprietary information and will comply with university policies regarding data security during this remote work arrangement.

All computing equipment must be password-protected. The employee is required to use and update as required the University-provided anti-virus software on all University provided equipment including using Multi-Factor Authentication (MFA).

5.3 Expenses

Expenses such as additional insurance premiums, internet connection and usage fees, meal allowances, electricity, etc. incurred from remote work will not be reimbursed by the University.

Employees may access necessary office supplies from the University campus, or may have supplies ordered and shipped directly to their Designated Workspace, subject to approval. Employees are encouraged to use technology to limit the necessity of printing and other office supplies where reasonable and practical.

Travel Expense reimbursement shall be as per the Travel and Business Expense policy, and will be calculated from the shorter distance of either the Staff member’s regular University campus location, or their Designated Workspace. An employee shall not be entitled to claim mileage reimbursement to travel to work on either University campus from their remote work location.

If applicable, the issuance of T2200 (Declaration of Conditions of Employment) forms related to remote work will be provided in accordance with the requirements of the Canada Revenue Agency.

### 6.0 Health and Safety

6.1 The Occupational Health and Safety Act does not apply to private residences, therefore Joint Health and Safety Committee inspections will not occur in employees’ private homes. Employees are expected to keep a safe workspace. Should an accident or incident occur during working hours at an employee’s private residence a report should be made per usual practices to WSIB through Health and Safety.

6.2 The following items should be considered for a home office safety checklist, to be reviewed by the user at a regular interval.

**Fire Protection**

* Is there a smoke alarm in or close to the office?
* Is there clear access to a fire extinguisher?
* Is there a carbon monoxide detector in the home, especially near areas where people sleep?
* How many exits are available and where are they?
* Does telework space meet safety requirements of local building and fire codes?

**Emergency Procedures**

* Has an evacuation plan been established?
* Are the first aid supplies adequate?
* Has a periodic contact schedule been established?
* Does your office contact know how to reach someone near you in the event of an emergency?

**Electrical Safety**

* Are extension cords in good condition and positioned properly?
* Are cords and cables causing a tripping hazard?
* Are outlets grounded and not overloaded?
* Is there surge protection for electrical equipment?
* Is there sufficient ventilation for electrical equipment?

6.3 Employees are prohibited from conducting in person meetings with other University employees or third parties at their remote work area, unless the employee is also a resident of the designated workspace. The employee is liable for injuries to other employees or third parties that occur at the employee’s work area.

7.0 Remote Work Agreement Examples

7.1 Fully Remote

An employee who works exclusively from a remote office space, there is no ongoing or expected requirement to attend on campus meetings or events. The fully remote employee must be available to attend campus with adequate notice. Only shared, non-designated office space will be available for these employees.

7.2 Primarily Remote

An employee who works primarily from a remote office space, who is required to attend on campus meetings and events on an occasional, irregular basis based upon their job duties. The primarily remote employee will not have regular in office days, and will only have shared on campus office space available to them.

7.3 Partially remote/ hybrid

An employee who works 30-70% of their week from their remote office space and has scheduled in office days to complete specific in office job requirements. The partially remote/ hybrid employee will have a designated workstation that may be shared with another partially remote employee.

Remote work may fluctuate throughout the year depending on the nature of work being performed at the time and the presence of students on campus.

### Date for Next Review:

January 1, 2024