

York University Policy

Transitional Remote Work Arrangements for CPM, YUSA-1, and YUSA-2 Staff

Topic:	Transitional Remote Work Arrangements
Approval Authority:	President and Vice-Chancellor
Responsible Office/Body:	Vice-President Equity, People & Culture
Approval Date:	10 March 2021
Effective Date:	1 May 2021
Expiry Date:	31 August 2022
Last Revised:	

1. Introduction

York University is committed to staff well-being. Establishing a remote work policy is one way to create a supportive and empowering work environment that also encourages a work-life balance.

This transitional policy on remote working arrangements is consistent with the practices of Canada's Top 100 Employers and promotes sustainability.

2. Purpose

This policy affirms York University's commitment to promote well-being by facilitating return to campus planning and increasing:

- a. employee engagement and job satisfaction,
- b. employee flexibility in work arrangements,
- c. employee productivity, and
- d. employee opportunity to enhance a work-life balance

3. Scope and Application

This Policy applies to non-academic employees designated as CPM (including Temporary Contract Management [TCM]) and employees in the YUSA-1 and YUSA- 2 bargaining units ("Eligible Employees").

The Policy does not apply to employees in the following non-academic bargaining units: CUPE 1356, CUPE 1356-1, CUPE 1356-2, and IUOE.

4. Health and Safety and Risk Management

Remote work arrangements will be facilitated in accordance with health and safety and risk management requirements as detailed in the accompanying procedures.

5. Policy

Remote work arrangements may be established when an Eligible Employee requests such an arrangement. Approvals in advance for regular work week remote arrangements and partial work week remote work arrangements are provided by the Office of the Vice-President of each Division on the recommendation of the EO and Dean or AVP, as appropriate.

Recommendations are made in consultation with management. “Ad hoc” remote work requests are approved by managers.

6. Definitions/Types of Arrangements

Remote work arrangements may take three different forms under this Policy as described below. In each circumstance, the employee will advise their manager when there is a change in their remote work location and ensure the revised location complies with health, safety, and other requirements as outlined in the procedure.

- 6.i. **“Ad hoc”** remote work would apply when an employee requests to work remotely on an occasional basis, for a specific incidental reason, or related to a work assignment. The request and approval are documented in writing, by email.
6. ii. A **“Regular Work Week Remote Work Arrangement** (every day of the regular work week is worked remotely)” is entered into by an Agreement, where an employee requests to work remotely during their regular work week for a period up to one-year. Required physical presence on campus is pre-arranged by the manager, based on operational requirements. No arrangement will be longer than one (1) year in duration but, may be renewed with agreement of the manager and approval, in advance, by the Senior Executive Officer or Assistant Vice-President. The employee does not retain an office or workspace on-campus. In such cases, arrangements will be made to have an appropriate office or workspace available for days where work is completed on campus.
6. iii. A **“Partial Work Week Remote Work Arrangement** (anything less than the regular work week is worked remotely)” is entered into by an Agreement, where an employee requests a combination of working remotely and working on campus during their regular work week on a regular basis. No arrangement will be longer than one (1) year in duration but may be renewed with agreement of the manager and approval, in advance, by the Senior Executive Officer or Assistant Vice-President. In such cases,

arrangements will be made to have an appropriate office or workspace available for days where work is completed on campus.

7. Eligibility

- 7.1 Remote work arrangements may be established when an Eligible Employee requests such an arrangement. Approvals in advance for regular work week and partial work week remote work arrangements are provided by the Office of the Vice-President of each Division on the recommendation of the EO and Dean or AVP, as appropriate. Recommendations are made in consultation with management. “Ad hoc” remote work requests are approved by managers.
- 7.2 Requests for remote work arrangements will be considered on a case-by-case basis in a fair and equitable manner.
- 7.3 Employees approved for Regular Work Week Remote Work Arrangements and Partial Work Week Remote Work Arrangements must remain permanent residents of and perform their work in the Province of Ontario. The University will not approve any ongoing Regular Work Week Arrangements or Partial Work Week Remote Work Arrangement for remote work locations outside the Province of Ontario; requests to work outside the province of Ontario for a limited duration (i.e. up to three (3) months in a one-year period) will be considered on a case-by-case basis.
- 7.4 Employees whose work can be performed remotely will be determined by considering the following criteria, as applicable:
 - the arrangement is suitable operationally considering the nature of the employee’s job duties/responsibilities for all or some of the requested time including back up and coverage for other positions
 - the arrangement continues to provide excellent service to customers/clients
 - the employee does not require close supervision and job duties allow for a degree of independence
 - the degree to which work outcomes can be managed remotely and the impact on managerial responsibilities, including managing day-to-day client/customer service operations, and staff
 - the degree to which the individual employee can maintain the expected quantity and quality of their work
 - the degree and type of collaboration required by the employee with the manager, colleagues and clients
 - the impact on other positions within the employee’s team and within the Faculty/Division more broadly

- › the degree to which the role/position is enabled by remote access/availability of required software, systems, tools, files and/or processes
- › the degree of dependence on-campus resources
- › the employee has a suitable workspace in their remote work location

8. General Terms

- 8.1 Remote work arrangements will continue to be governed by the relevant collective agreement, University policies and procedures, and any applicable legislation, including the *Ontario Employment Standards Act, 2000*, and regulatory requirements. Employees must abide by all terms and conditions of their employment while working remotely, including the relevant collective agreement, University policies and procedures, and any applicable legislation, including the *Ontario Employment Standards Act, 2000*, and regulatory requirements.
- 8.2 Employee compensation, work status, and work responsibilities will not change because of the remote work arrangement. Benefits coverage is subject to the terms and conditions of the applicable benefit plan.
- 8.3 The employee must record and report all exceptions to the remote work arrangement to their manager.
- 8.4 Dependent (child, elder) care arrangements must be in place so that the employee is able to meet all normal work requirements while working remotely.
- 8.5 Specific terms of the remote work arrangement are contained in the agreement between the employee and the University.

9. Working Arrangements

- 9.1 York University reserves the right to terminate the remote work arrangement at its sole discretion at any time. The University will normally provide the employee with a minimum of one month's written notice of the termination of a remote work arrangement and reserves the right to provide shorter notice due to health and safety concerns or other exceptional circumstances.
- 9.2 The employee will provide the University with a minimum one month's written notice of a request to return to work on campus, which will be subject to management approval.
- 9.3 The remote work arrangement will be reviewed and evaluated quarterly by the manager.

- 9.4 The number of hours the employee is expected to work per day will not change because of the remote work arrangement.
- 9.5 Employees are required to work their regular hours to meet the expected number of work hours for the day.
- 9.6 The employee must maintain their established workload.
- 9.7 Employees are required to be available by phone, chat, and/or videoconference during scheduled work hours, exclusive of an unpaid meal break or paid breaks.
- 9.8 The employee must be available to be physically present on campus as may be necessary from time-to-time for in-person meetings, training sessions, or similar events or activities, as pre-arranged by their manager.
- 9.9 All work-related, in-person meetings must take place on university premises or at the other party's office and not at the employee's remote workspace.
- 9.10 Travel between the employee's remote work location and the reporting location (i.e. campus) is the responsibility of the employee.

10. Absences

- 10.1 The employee will continue to follow current procedures for all absences from work as outlined in the CPM Standard Operating Procedures and the YUSA-1 and YUSA- 2 collective agreements, as applicable.
- 10.2 Any applicable absence request must be entered and approved, where possible in advance, in the Time Reporting Tool (TRT).

11. Remote Workspace – Health and Safety

- 11.1 The employee is responsible for ensuring compliance with health and safety standards and regulations while working remotely including maintaining safe working conditions at their remote workspace and adopting the same safe work practices as in an on-campus workspace. The employee shall complete the University's "Remote Office Health and Safety Checklist" attached to the Agreement.
- 11.2 The employee is responsible for adequately equipping and setting up an appropriate remote work location to ensure their safety.

- 11.3 The employee is responsible for immediately notifying the University of any work-related incident occurring while working remotely.

12. Workplace Accommodation

Workplace accommodation will continue to be established and supported on an individual case basis, considering employee medical needs and limitations and operational needs. Where an employee has a pre-existing remote work arrangement and accommodation needs arise, those arrangements can be maintained as long as it continues to be safe, operationally sustainable, and subject to section 13. For employees who have work that requires them to be physically present on-campus, consideration will be given to the integration of remote work arrangements into gradual return to work programs.

13. University Property

- 13.1 The use of University property while working remotely shall conform to all relevant University policies, procedures and guidelines and best practices related to IT Computing and Telecommuting.
- 13.2 The employee is to be familiar with University Information Technology (UIT) Services' policies, procedures, guidelines, and best practices available online at: <http://staff.computing.yorku.ca/computing-policies>.
- 13.3 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.
- 13.4 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).
- 13.5 All electronic 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).
- 13.6 The employee is required to review the University's "Protocol for Working Remotely with Technology" and to follow all departmental and University policies regarding security and disposal of confidential information.
- 13.7 The University will maintain property insurance in respect of the equipment owned by the University and used to carry out work by the employee.

- 13.8 York University will provide the necessary technology resources to support approved employees performing the duties of their position remotely; however, if the approved remote work arrangement is less than a regular work week or if the employee is not full-time permanent/continuing, technology resources will be apportioned to support the employee performing the duties of their position both remotely and on-campus in consideration of whichever space is the primary and secondary workspace. Exceptionally, an employee will be required to provide their own necessary technology resources.
- 13.9 York University supplied equipment is to be used for the purpose of carrying out work on behalf of the University.
- 13.10 University property, including equipment/technology, must be returned and/or service terminated upon termination of the remote work arrangement. If University equipment is provided, each piece of equipment must be listed when the employee takes possession. Employees must return the equipment in the same condition in which it was originally received, minus normal wear and tear. Employees are responsible for missing or damaged equipment. University property in the form of information must also be returned to the University, and all copies or reproductions thereof must be returned or destroyed.

14. Liability

Reporting procedures continue to apply for any workplace incident in which the employee is involved that occurs in the remote work location during scheduled work hours while the employee is performing work tasks. In the event of an injury while working remotely, the employee must contact their manager immediately (or as circumstances permit) to receive instructions for obtaining medical treatment. York University will not be held responsible for injuries incurred by others in the employee's remote work location. It is the employee's responsibility to become familiar and comply with all applicable laws and insurance requirements.

15. Accountability and Monitoring

- 15.1 The manager must quarterly, or more regularly at their discretion, evaluate the implementation of remote work arrangements to ensure compliance with the policy, procedures, and the terms of the Remote Work Agreements.
- 15.2 Employees who are approved for remote work will be provided with a copy of this policy with the signed Remote Work Agreement.

16. Roles and Responsibilities

- 16.1 The Vice-President Equity, People & Culture may establish procedures, regulations, and guidelines pursuant hereto from time-to-time.

17. Review

- 17.1 This policy will be reviewed after one year for consideration of more fulsome adoption, extended transition period or revocation. During the review, the policy will remain in full force and effect. Unless renewed or revised, this transitional remote work policy will expire August 31, 2022.

Legislative history:	
Date of next review:	May 1, 2022 – August 31, 2022
Policies superseded by this policy:	
Related policies, procedures and guidelines:	