

1. Why do we need a whole new process for remote work when I've been working remotely for two years now?

As Ontario opens up and life returns to a more “normal” state, the Remote Work Policy and operating procedure are intended to provide a fresh start or re-set, with clear expectations of remote workers for a safe and ergonomic work space, the ability to ensure confidentiality, minimal non-work interruption during the work day, and so on. All of us who have worked remotely since March 2020 have done our best to create an effective work environment on a more or less ad hoc basis. Now it's time to ensure expectations are clear and consistent.

2. Why don't faculty and support staff directly supporting course delivery have to apply for remote work arrangements?

There are existing processes in place to determine how programs and courses are delivered which determine on campus requirements, and the Academic collective agreement Article 11.01 G 1 gives faculty the discretion to schedule preparation, evaluation, feedback to students, and complementary functions that can appropriately be performed outside the College, subject to deadlines established by the College.

3. I have applied and been approved to work remotely. At a later date I have life changes that effect my ability to work from home. Can the Remote Work agreement be terminated at the request of the employee?

Employees with approved remote work arrangements may apply to cancel the arrangement at any time, and the College will endeavour to provide on-campus workspace as soon as is reasonably possible. Employees returning from a remotework arrangement are not entitled to their pre-remote work workspace and may be assigned an alternative on campus workstation as the College redevelops space. Remote Work Policy, Section 5.4(e)

4. I am applying for another position within the College, how will I know if it is an approved remote position? Will the job posting identify this?

When a position designated as remote-eligible becomes vacant, that eligibility will be reviewed. In the event the position continues to be remote-eligible, that information will be included in the posting and the successful candidate may apply to perform the position remotely.

5. Will job descriptions be updated to reflect if a position is remote-eligible?

All positions are designated as on campus by default. When a new position is created, part of the process will be to designate it as on campus or remote-eligible and that information will be included on the posting. Job descriptions will

not include this information as the default is on campus, remote-eligibility is subject to change, and remote-eligibility does not impact job evaluation.

6. If my position is designated partially remote and I am approved for a partially remote work arrangement, does this mean I would not be required to work fully on campus at all during the period of my remote work arrangement?

No, there will be times when you may be required to work fully on campus. Your manager will make every reasonable effort to provide you with as much notice as possible, via email, other than in exceptional circumstances.

In some cases, Remote Work Plans may indicate that the job is fully on campus for the first two or three weeks of each new term, or other specific periods.

7. If working remotely, my home is considered my “home-based worksite”, will I be paid mileage when I travel to other destinations for work?

On campus is the default designation of all positions. Approval of a remote work arrangement does not change the location at which the employee is normally assigned. Mileage for required travel between campuses continues to be calculated between the employee's home campus and the alternate location.

8. What happens if I injure myself while performing my duties from my home as part of a remote work agreement?

Ensuring a home work location is safe and ergonomic is one of the commitments required of employees applying for approval to work remotely for the duration of their remote work arrangement. Having said that, it is possible for an employee to injure themselves while working remotely in which case all of the normal procedures relating to workplace injuries apply - please refer to our [HR Webpage](#) for more information.

9. If I am working on-campus, will the College consider a flexible schedule?

No new provisions relative to flexibility of scheduling are available at this time.

10. What if during the year there is a need to change the classification of a role (i.e. was deemed completely remote but now requires hybrid)? Is there a mechanism for change?

Remote work arrangements may be changed at any time, with reasonable notice, other than in exceptional situations where it is not possible to provide advance notice. A change in position designation is subject to Senior Management Team (SMT) approval. SMT will review position designations periodically, starting with a review in time for the Fall 2022 term.

11. How do I determine if my workplace is safe and ergonomic?

The College is responsible for ensuring our campus workstations and workplaces are safe and ergonomic. Employees are responsible for doing their due diligence to ensure their remote workspaces are also safe and ergonomic - helpful information is available on the [Health & Safety Webpage](#). If an employee is concerned that their home workplace would not meet health and safety requirements, they are advised not to apply for a remote work arrangement.

12. What if it costs me more to meet the internet requirements of the remote work requirement?

Employees are responsible for all costs associated with their home workplace, which may be offset by potential income tax relief and/or a reduction in expenses associated with commuting to a workplace five days a week.

13. Will the college supply a computer?

Subject to availability, which will be determined as part of the application review process, the college will provide a laptop for approved remote work arrangements.

14. Will approved remote work employees get a part-time parking rate?

Parking is available at a daily rate for those not working fully on campus. You may also be able to carpool with a co-worker and split the cost. It will be the employee's responsibility to determine their parking needs and make the necessary arrangements. Further information can be found on the [Parking Webpage](#) and/or under [Parking Regulations](#).

15. Remote Work Application – What does it mean by "I am responsible for maintaining reliable internet AND PHONE SERVICE capable of meeting the requirements of my position, at my own cost"?**Will our phone extension not be available through WebEx?**

Your extension will still be available through WebEx as it is now. Reliable internet service which can access WebEx for phone services is sufficient.

16. When completing the Remote Work application, how do we determine the Requested Period of Remote Work: To/From dates?

The initial start date will be announced to the college. The end date can be decided amongst the employee and manager if a review is required on either parties' end. Otherwise, indefinitely can be used here.

17. If my work from home laptop breaks down, will the college provide a spare laptop until I purchase a new one?

Subject to availability, which will be determined during the application review process, the College will provide a laptop for approved remote work, and will repair or replace it if needed, just as would occur with your desktop on campus.

18. Who does the application get submitted to?

The application can be sent directly to humanresources@flemingcollege.ca or to the employee's manager, who will then forward it to HR.

19. Is August the correct period of time in which positions will be reassessed?

Positions will be reviewed in the summer, ideally in time to implement for Fall.

20. Is the definition of partially remote, 5 days within a 10-day period? Can it be less if manager approves?

Partially remote is intended to be 3 days on campus one week, 2 days on campus the next. Managers can recommend an alternative arrangement to better meet operational needs. Partially remote is defined as at least 50% of the time on campus.

21. Regular 24hr employees, they work 8 days, does this mean they do 4 days in their 8-day period remote?

An employee in a partially remote part-time position can apply to work remotely 50% of the time assuming operational needs can be met.

22. Are we obligated to work via our cell phones? Can Teams or Webex be enough?

WebEx or Teams are sufficient. Employee's work extension can be accessed through WebEx.

23. What date do we use for the From/To? First time around it is hard to put a date. When will we be back in the building? It looks like everything will be reviewed again in August.

We anticipate remote work arrangements will be approved in time for May 1 as a start date. Unless someone wants to end their remote work arrangement at a specific time, they should indicate indefinite.

24. Will we all get the cameras for our workstations at work?

If someone does not have a camera, they should note that on their application. The College will do our best to equip employees with this sort of equipment to the extent that it's available.