Procedure Title:	Remote Work
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Manual Classification:	Section 3 – Human Resources
Linked to Policy:	# 3-345, Remote Work
Approved by Senior Management Team:	December 13, 2021
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Contacts for Procedure Interpretation:	Vice President, Organizational Effectiveness & Human Resources
	Director, Employee & Labour Relations
	Human Resources Consultants

1.0 – Purpose

The purpose of this procedure (the "**Procedure**") is to set out instructions for identifying On Campus Positions and Remote Work Positions and instructions for managing incumbent employee applications for remote work arrangements.

Terms not defined in this Procedure have the same meaning found in the College's *Remote Work Policy.*

2.0 – Procedure

2.1 - Overview

a) Senior Management Team (SMT), with support from their leadership teams, will review all positions within their respective areas of responsibility to identify On Campus Positions, which must be performed on campus (or other College worksite) and Remote Work Positions, which can effectively be performed partially or entirely remotely. Recommendations will be based on the Guiding Principles in Section 5.1 and the Criteria for Identifying Remote Work Positions in Section 5.2 of the *Remote Work* Policy. SMT members will lead a calibration process across their area of responsibility to finalize recommendations. This exercise will be conducted in October/November of each year.

Note: With the initial implementation of the *Remote Work Policy* for January 2022, with a broad return to on campus learning and work, other than on an exceptional basis, all student-facing positions will be designated as On Campus. This categorization will be reviewed on completion of the Winter 2022 semester at which time positions may be differently categorized.

Note 2: Whether teaching positions and positions directly supporting course delivery are executed remotely, on campus, or a combination of the two will depend on the method of course delivery and may vary from semester to semester. These positions will not be included in the position review but will be dealt with separately in accordance with the processes governing course delivery, scheduling, and staffing.

b) SMT will collectively review all recommendations to ensure fair and equitable position classification across the College, resulting in approved lists of On Campus and Remote Work Positions.

c) Leaders will communicate position status to the employees in their department.

d) A Remote Work application form will be made available to employees and those in Remote Work Positions will be eligible to apply for remote work arrangements.

e) Leaders will conduct an initial assessment of employee applications for their team, using the Criteria for Considering Employee Applications for Remote Work in Section 5.3 of the *Remote Work Policy*.

f) SMT members will lead a calibration process to ensure fair and equitable application of approval criteria across their area of responsibility and to finalize recommendations.

g) SMT will collectively review all recommendations to ensure fair and equitable application decisions across the College.

h) Leaders will advise employees whether their application has been approved and will work with the employee and with Human Resources to develop the Remote Work Plan (referred to as the Remote Work Agreement in the Policy).

i) Leaders will advise employees whose application is declined, including the reason for the decline. Employees may re-apply for remote work during the next annual review cycle or, where individual circumstances warrant, at an earlier time.

j) All Remote Work Plans require the final approval of the responsible SMT member.

k) Copies of approved Remote Work Plans are provided to the employee, their manager, and Human Resources.

2.2 – Application Requirements
a) In order to apply for a remote work arrangement, employees must attest and/or agree to providing the following throughout the life of the Remote Work arrangement:

- A reliable internet connection and phone access, capable of meeting the requirements of the position.
- A suitable remote work location, free from distractions, interruptions, etc.
- A safe workplace where the employee can meet appropriate security and confidentiality protocols, including the ability to protect the College's Intellectual Property and the ability to comply with the College's contractual obligations.
- A dedicated, distinct, and ergonomically sound workstation suitable to perform required work tasks.
- Compliance with all existing terms and conditions of their employment, including College policies and procedures, while at the remote work location.
- Available to be physically present on campus, as necessary and with short notice, for in-person meetings, training sessions, or similar events/activities. The College will endeavour to provide a minimum of 24 hours' email notice of a requirement to be on campus, other than in exceptional circumstances. Employees recalled to campus to work for an extended period (for example, vacation coverage) will be given at least three weeks' notice whenever possible.
- Continue to work their designated/approved schedules and be accessible and available to perform their job responsibilities during the normal core hours of operation from 8:30am – 4:30pm (as applicable).
- Continue to report time off including but not limited to vacation, sick leave, and so on, in accordance with standard practices.
- Dependent care (childcare, elder care, etc.) arrangements, if applicable, must be in place so that the employee is able to meet all normal work requirements while working remotely. Remote work is not intended to be used to provide active dependent care. Requests for family status accommodation, or other applicable legislated leaves, should be made through the employee's manager and/or human resources.
- Remote work is not to be used to supplement or extend vacation.

b) Employees are required to identify or propose how they will notify their manager and colleagues or otherwise signify that they're away from their work station/unavailable at any time during their regularly-scheduled workday.

2.3 – Additional Considerations
a) Teaching positions are subject to the arrangements in place for program and course delivery which may change from semester to semester and/or as conditions change. In any case, teachers are subject to the provisions of Article 11.01 G 1 of the Academic Collective Agreement.
b) This policy is not intended to replace formal Human Rights accommodation procedures and Human Rights accommodations are available to employees on Remote Work arrangements.

3.0 – Related Documents

- *Ontario Human Rights Code*
- *Code of Conduct*
- College Policy #1-113, *COVID-19 Vaccination Requirement*
- College Policy #3-311, *Harassment and Discrimination Prevention and Response*
- College Policy #3-344, *Conflict of Interest*
- Operating Procedure – pending
- Academic Employees Collective Agreement
- Support Staff Collective Agreement
- Part-Time Support Staff Collective Agreement

4.0 – History of Amendments & Reviews

Original procedure approved November 3, 2021 and modified and approved by SMT December 13, 2021.