

Remote Work Guidelines

August 30, 2021

1. INTRODUCTION

OCAD University (“OCAD U” or “the University”) is committed to employee well-being. Establishing opportunities for employees to participate in remote work arrangements is one way to create a supportive and empowering work environment that also encourages a work-life balance.

The remote work guidelines will be in effect for a transitional period to help determine the efficacy of remote work arrangements at OCAD U and to inform the future of work at the University. Concurrently, a working group will be established to assess and recommend a program that will allow for more permanent flexible work arrangements that reflect the changing nature of work and ensure OCAD U remains an employer of choice.

These guidelines have been developed to help administrative staff and managers assess and consider the suitability of remote work arrangements for the transition period.

2. SCOPE

These guidelines are applicable to administrative staff and managers.

3. TRANSITIONAL PERIOD

Remote work arrangements will be considered for the transitional period of October 26, 2021 to May 31, 2022 (or a defined term within this period). As this is a transitional year, all remote work arrangements are temporary in nature. Arrangements may be reversed or amended at the request of the employee or University, with appropriate notice and approval.

4. GUIDING PRINCIPLES

- 4.1 We will prioritize the physical and mental health of students, faculty and staff.
- 4.2 We will continue to advance our institutional priorities consistent with the University’s mission, vision and values.
- 4.3 We will strive to provide an outstanding academic and community experience for students.
- 4.4 We will sustain or improve service levels, quality of work and staff productivity.
- 4.5 We will strengthen OCAD U’s culture, team dynamics, and potential for creativity and collaboration.
- 4.6 We will ensure remote work arrangements reflect a fair and consistent application, while recognizing the needs of units and individual employees.
- 4.7 We will ensure that remote work arrangements are viewed without a negative connotation, and that opportunities for learning, development and career growth are maintained.
- 4.8 We will optimize space utilization and consider financial sustainability.

5. GUIDELINES

The below criteria outline the guidelines for reviewing remote work requests. A remote work arrangement will not be used in place of a formal accommodation on the basis of human rights grounds (e.g., medical, family status, etc.). Accommodation-based requests will follow OCAD University's standard accommodation policy ([OCAD U Accommodation Policy](#)).

- 5.1 Remote work arrangements may be established when an employee submits a request to their manager and Human Resources. "Ad hoc" or "as-needed" remote work requests are approved by the managerial supervisor.
- 5.2 The requested arrangement must be reasonable and include appropriate rationale.
- 5.3 The general nature of the role and work must be suitable for a remote work arrangement.
- 5.4 Consideration must be given to whether the role requires or would benefit from physical proximity to others, in-person collaboration, or access to specialized facilities, and the service and engagement expectations of others.
- 5.5 The degree to which the employee can maintain the expected quantity and quality of work.
- 5.6 The employee does not require close supervision and job duties allow for a degree of independence.
- 5.7 Requests for remote work arrangements will be considered on an individual basis in a fair and equitable manner.

6. OTHER CONSIDERATIONS/EXPECTATIONS

- 6.1 If a remote work arrangement is approved, it does not change the employee's terms and conditions of employment with the University under the applicable collective agreement, employment contract, policies and laws.
- 6.2 In some circumstances, a manager may require the employee to report in different ways or at a different level of frequency within reason. Employee may be required to attend the workplace, with notice and at their own expense.
- 6.3 OCAD U reserves the right to terminate the remote work arrangement at its sole discretion, normally with a minimum of one month written notice (less notice may be necessary due to health and safety concerns or exceptional circumstances).
- 6.4 Although managers are asked to allow for appropriate flexibility for employees who need to schedule their work around childcare, eldercare, etc., a remote working employee is expected to perform their regular work duties and should be available and accessible during scheduled working hours.
- 6.5 The regular processes for requesting and reporting vacation time, personal days and/or other absences continue to apply for those working remotely.

7. REMOTE WORKSPACE

Employees working remotely are responsible for providing a suitable workspace (considering health and safety, ergonomics, and maintaining privacy and confidentiality). The employee's remote workspace should be regarded as their private workspace during their regular hours of work and must be respected accordingly. If the remote employee needs to meet with others for any reason in performing their duties, arrangements should be made to do so at the University or virtually via University-licensed software (such as Microsoft Teams).

Out of Province or Out of Country Remote Work: The official place of employment remains in Ontario for all legal purposes. Employees are expected to perform their work within existing office hours (i.e., as applicable in Ontario) and must be able to return to the physical workplace as required, at their own expense. Requests for remote work arrangements that are outside of the province/country may be considered on a case-by-case basis, within the terms of the Remote Work Guidelines, and may be cancelled at any time. In all instances, the employee will be responsible to ensure that they are aware of, and following, all requirements of their physical location. This includes, but is not limited to: group benefit provisions, OHIP implications, tax implications, IT security, physical security and travel restrictions.

8. EQUIPMENT & SUPPLIES

The University will provide a device (desktop or laptop) but will not subsidize the cost of the employee's remote workspace (e.g., furniture or internet service at home). Employees should follow regular purchasing and reimbursement policies for supplies required to carry out their duties under a remote work arrangement.

Office supplies must be covered by departmental budgets as per our regular process.

A. Approved Vendors of Record

1. Staples Business Advantage: No delivery fees on any purchase value for home delivery
 - Note that the Staples agreement does not include retail outlets.
 - [Staples account Log in information](#)
2. **Grand & Toy:** No delivery fees on any purchase value for home delivery.
 - Instructions for home delivery [Grand & Toy Office supplies ordering process.docx](#)

B. How to Purchase

1. Purchase using a University P-Card, or if a P-Card is not available, purchase as personal expense and submit for reimbursement using the [Expense Reimbursement Form - Non Research](#)
Personal expense purchases must be pre-approved by the Budget Holder

9. INFORMATION TECHNOLOGY & SECURITY

Employees working remotely are required to use an OCAD U provisioned and managed computer or laptop, managed directly by IT Services, for all work-related activities. The computer or laptop must be enrolled in OCAD U IT Services Intune device management service in order to ensure system patches, updates and anti-virus software. All employees working remotely must use multi-factor authentication for access to OCAD U authenticated services and confidential data. All employees working remotely must adhere to the [OCAD U Information and Data Classification Policy](#) and the [OCAD U IT Acceptable Use Policy](#). Guidelines for data privacy, confidentiality and security can be found [here](#).

Requirements for any additional services or support related to access to departmental applications, workstation configurations or other technology support related to remote work can be requested through contacting ITHelp@ocadu.ca. If the request requires authorization based on the University's data classification policy employees may be required to consult with relevant data stewards or custodians before access is enabled.

10. COMMUNICATIONS

Employee should be reachable by email, instant messaging, audio/video call via Microsoft Teams or other agreed upon methods of contact during the agreed upon hours of work to the extent that the employee would be available if they were working onsite.

In the event of equipment or connectivity issues/malfunction, the employee must notify their manager as soon as possible. If such case were to occur, it is expected that the employee make every reasonable effort to minimize work disruptions.

ACKNOWLEDGEMENTS

OCAD University wishes to acknowledge the following institutions, whose related policies, guidelines and resources provided background in the development of these guidelines: Brock University; University of Toronto; York University; University of British Columbia and Humber College.

Appendix follows – OCAD U Remote Work Request Form



OCAD University Remote Work Request Form

Administrative Staff & Managers

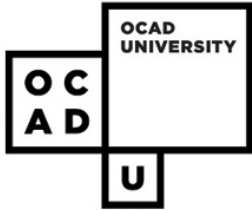
For more information regarding this process, please refer to the *OCAD University Remote Work Guidelines* document.

OCAD University (“OCAD U” or “the University”) is committed to employee well-being. Establishing opportunities for employees to participate in remote work arrangements is one way to create a supportive and empowering work environment that also encourages a work-life balance.

This request form has been developed to help administrative staff and managers assess and consider the suitability of remote work arrangements for the transition period, October 26, 2021 to May 31, 2022 (or a defined term within this period).

When submitting and reviewing requests, employees and managers are reminded of the following:

- If a remote work arrangement is approved, it does not change the employee’s terms and conditions of employment with the University under the applicable collective agreement, employment contract, policies and laws.
- In some circumstances, a manager may require the employee to report in different ways or at a different level of frequency within reason. Employee may be required to attend the workplace, with notice and at their own expense.
- OCAD U reserves the right to terminate the remote work arrangement at its sole discretion, normally with a minimum of one month written notice (less notice may be necessary due to health and safety concerns or exceptional circumstances).
- Although managers are asked to allow for appropriate flexibility for employees who need to schedule their work around childcare, eldercare, etc., a remote working employee is expected to perform their regular work duties and should be available and accessible during scheduled working hours.
- The regular processes for requesting and reporting vacation time, personal days and/or other absences continue to apply for those working remotely.



EMPLOYEE INFORMATION	
EMPLOYEE NAME	
DEPARTMENT	
POSITION TITLE	
SUPERVISOR	
DATE	
TYPE OF REQUEST	

The proposed request will cover the following period (within transition period):	
START DATE	
END DATE	

Work Schedule for Onsite Work and Remote Work				
Day	Onsite (if applicable)		Remote	
	Start Time	Finish Time	Start Time	Finish Time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Additional Employee Notes/Comments:

Employee Acknowledgement & Agreement	
<p>I, _____, acknowledge that I have read and understand the <i>OCAD University Remote Work Guidelines</i>. I confirm that all the information I have provided to support my request for this remote work arrangement is true and accurate, to the best of my knowledge. I agree to adhere to these guidelines and understand that the University reserves the right to cancel or amend the arrangement at any time with reasonable notice.</p>	
Signature	
Date	



MANAGER APPROVAL

I confirm that this decision is in keeping with the *OCAD University Remote Work Guidelines* and that all necessary consultations have been made by signing below. I understand that it is my responsibility to ensure that an employee working under my direction and participating in a remote work arrangement adheres to OCAD U policies.

Name:

Signature:

Date:

Decision:

Reason(s) if denied:

Additional Manager Notes/Comments:

If approved, please send completed and signed form to Human Resources.