

University Students' Council of the University of Western Ontario

Work from Home Policy

Authority: Chief Operating Officer	Date Ratified: June 2020
Previous Amendments: NA	Next Review Date: August 2020
Review Committee(s): Human Resources Committee, Board of Directors	
Delegates: Senior Manager, People and Development	

1. PREAMBLE:

This policy reflects the USC's commitment to supporting alternative working arrangements by clearly defining the expectations and responsibilities for employees who work from home.

2. SCOPE

- a. This policy applies to all USC employees and its Members, including hired, elected and volunteer positions.

3. DEFINITIONS

- a. "Availability" means the total period of time the employee is expected to be available to perform their regular work duties during Work From Home, and / or the Service Level that will be maintained.
- b. "Hours of Work" means the total period of time the employee is expected to be available to perform their regular work duties. A work from home arrangement should maintain an employee's regular hours of work, any shifts in hours of work or availability should be discussed with your manager in advance.

4. ADMINISTRATION

- a. The Senior Manager, People and Development is responsible for administering the provisions of this Policy. In the event the Senior Manager, People and Development is conflicted, the Chief Operating Officer shall be responsible for administering the Policy.

- b. The length of time work from home arrangements in place will be determined by the USC COO and Senior Manager, People and Development. In circumstances where Work From Home has been initiated due to a pandemic, natural disaster, local service interruption or other cause, a return to work will be informed by input from other levels of government, Western University Administrators and other institutions as necessary

5. GENERAL STATEMENT

- a. A remote workspace should provide a comparable level of health, safety and security to the office space. For more information about ensuring a safe work space at home, visit the [Canadian Centre for Occupational Health and Safety](#) website.
- b. Consequences of non compliance of the work from home policy may result in disciplinary action up to and including termination.

6. EXPECTATIONS AND RESPONSIBILITIES

- a. The USC Management team shall:
 - i. Establish agreed upon hours of work and method of communication e.g. telephone, email, etc;
 - ii. Communicate specific expectations to individual team members based on each person's needs, circumstance and job responsibilities;
 - iii. Ensure that the telecommuting assignment is mutually beneficial. Planning and communicating expectations as soon as possible is essential.
 - iv. Communicate expectations for the day, and as appropriate, request a report from staff at the end of the day with respect to work accomplished.
 - v. Ensure access to applications and files and provide remote access, if necessary
 - vi. Utilize technology to support connection and virtual meetings as appropriate. This may include emails, telephone calls, teleconferencing, Zoom or Google Hangouts.
 - vii. Employ flexibility and support employee needs to manage the care of children and family members, etc.
 - viii. Ensure a safe return to work as outlined in the Return to Work Procedure.
 - ix. Ensure a Work from Home Assessment is completed for the employee.
 - x. The Senior Manager of People and Development must approve any expenses incurred in setting up or maintaining a Work From Home environment.
- b. Employees and Members of the USC shall:
 - i. Meet Availability requirements as outlined in the Work From Home Assessment.

- ii. Continue to comply with all University Students' Council policies while working remotely. Working from home does not change the basic terms and conditions of employment under the applicable collective agreement, employment contract, policies and law.
- iii. Have home insurance as well as liability coverage. Employees will be responsible for the theft, loss or damage of any USC owned equipment in their possession during Working From Home.
- iv. Ensure a suitable remote work space, taking into consideration safety, ergonomics, privacy and confidentiality, as outlined in the Work From Home Assessment..
- v. Ensure all documents in their care, whether electronic or hardcopy, are treated with the appropriate level of care, including all reasonable steps to ensure the protection of confidential information.
- vi. Guarantee regular check-in of work voicemail and/or have calls forwarded to an alternate number.
- vii. Log into email and calendar regularly as required and identified in their Work from Home Assessment.
- viii. Use teleconferencing, such as Zoom or Google Hangouts to hold and attend meetings as necessary.
- ix. Fulfill the expectations agreed upon with their Manager regarding the scope of their remote work assignment and honour agreed upon hours of availability to communicate.
- x. Report any malfunctions of USC equipment as soon as possible to Senior Manager, Information Systems..
- xi. Continue to report absences due to injury, illness, or caring for a family member to their Manager/People and Development department as soon as possible.

7. COMMUNICATION

- a. This policy will be explained as needed to workers through orientation health & safety training or task-specific training, and posted in the workplace as required.
- b. All Members will be trained on this policy annually.

8. EVALUATION

- a. During the first year of implementation, the USC will review this policy quarterly (August, November, February, May)
- b. Following the first year of implementation, this policy will be evaluated as per the Continuous Improvement Plan.