

University Students' Council of Western University

Working From Home Procedure

Authority: Senior Manager, People and Development	Date Ratified: June 2020
Previous Amendments: NA	Next Review Date: August 2020
Delegates: USC Senior Managers Chief Operating Officer	

PURPOSE:

The following is a detailed procedure to administer the Work From Home Policy.

1.00 Definitions

- 1.01 "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.
- 1.02 "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.

2.00 Administration

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

3.00 Eligibility

- 3.01 Any full time employee of the USC is eligible to apply to work from home.
- 3.02 The Employee must be able to perform at least 50% of the roles and responsibilities of their position, inclusive of any additional special projects that their manager may assign to them to work on as part of their role.
- 3.03 The Employee must have reliable access to the internet and a computer or device capable of securely carrying out the work assigned (as determined in the Work From Home Assessment).
- 3.04 The University Students' Council has the sole discretion of determining when someone is ineligible from working from home.

4.00 Procedure Upon Receipt of Work From Home Request

- 4.01 Upon receipt of a request to Work From Home, whether written or verbal, the Senior Manager, People and Development will meet with the employee to discuss the request, the provisions of and options available under this Procedure.
- 4.02 Should provisional approval be given, the Work From Home Assessment (Part 1 and 2) will be completed by the employee and their immediate manager in consultation with the Senior Manager, People and Development, Information Systems, and Finance. The Joint Health and Safety committee will be involved in approving and monitoring the ergonomic portion (Part 2) of the assessment.
- 4.03 The Work from Home Assessment will be approved based on a pre-established timeframe and may be extended upon re-evaluation
- 4.04 The Work From Home Assessment will be reviewed by appropriate stakeholders, with final approval to come from the Chief Operating Officer.