

REMOTE WORK ARRANGEMENTS

PROGRAM INFORMATION AND REQUEST PACKAGE

SPRING 2021

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PROGRAM INFORMATION

Purpose

Remote work is defined as performing regular, recurring, or scheduled work from a remote location that is not an employee's normal on-campus worksite. Remote Work Arrangements (RWAs) provide employees the opportunity to work remotely on a regular basis for a fixed duration of time. RWAs will be reviewed and renewed at regular intervals. Incidental remote work on an ad hoc basis will not normally require a formal RWA.

Approach

The University of Victoria has adopted a principle-based approach, rather than a one size fits all approach to working remotely. Each unit or department leader will establish criteria for remote work based on the operational needs of their workplace and UVic's remote work principles and framework. Specific workplace agreements will be created for each request that address the needs of the department and individual and support the success of the RWA.

Eligibility

Any employee may request a RWA. The approval is at the discretion of the departmental supervisor or manager. Having experienced a variety of remote work scenarios due to COVID19, we know that in many cases, working remotely can benefit both the employee and the university. We also learned that not all roles are appropriate for remote work. Some roles that were able to work remotely during campus closure will not lend themselves well to remote work once campus reopens. Student and client-facing roles and roles that require access to facilities or equipment on campus may require working on campus full-time.

Process

Referring to the department's established criteria for remote work, and the UVic RWA principles and framework, the employee and their supervisor or manager will meet to review their remote work request. Using the conversation guides provided, they will develop specific agreements that are relevant to the context of the department, role and individual. RWAs will be for a fixed duration, are reviewed regularly, and may be cancelled by either party with reasonable notice (normally 30 days). Decisions are at the sole discretion of the manager/supervisor, and will not be made in a manner that is arbitrary, discriminatory, or in bad faith. Disagreements related to remote work requests may be reviewed by the senior Management Excluded leader in the faculty, program, or division (Dean, Director or higher).

Remote Work Arrangements

REMOTE WORK PRINCIPLES

PRINCIPLES	
RWAs support organizational effectiveness	<ul style="list-style-type: none"> • Student and client service, team effectiveness and operational needs will be the primary considerations for establishing RWAs. • All RWAs will initially be temporary to pilot the arrangement and will be reviewed regularly by the employee and supervisor to ensure that the RWA continues to operate consistent with the principles. • A RWA can be extended, amended, suspended, or withdrawn by either party with appropriate notice. (Normally 30 days but may vary due to circumstances). • Staff participating in RWAs may be required to give up dedicated on-campus office space and be assigned to on-campus space that has been configured for part-time use.
RWAs build engagement and satisfaction through trust and flexibility	<ul style="list-style-type: none"> • Principle-based RWAs require trust, sound judgement and flexibility to create arrangements that work in each circumstance. • RWAs require a supervisory approach that is outcome based, with performance expectations, conduct and understanding of work output, standards and communication clearly stated up front, allowing for less day-to-day oversight. • A formal RWA is only required for ongoing or regularly scheduled arrangements. Incidental or ad hoc remote work will be at the discretion of the supervisor.
RWAs are voluntary, with shared responsibility	<ul style="list-style-type: none"> • RWAs will normally be initiated by employees who can demonstrate their request is consistent with these principles and the remote work framework outlined below. • Employees are responsible for setting up an appropriate and ergonomic workspace at home and for providing adequate internet connectivity. • The employer will provide computer equipment required for the work, some or all of which may need to be transferred to and from the remote work location. • Employees will commit to effectively utilize UVic supported collaboration technology. • Employees are responsible for ensuring appropriate dependent care is in place, as RWAs are not a substitute for dependent care obligations.
RWAs consider equity, but not necessarily equality	<ul style="list-style-type: none"> • Not all roles are appropriate for remote work. • Not all individuals (even those in the same role) may be equally suited to remote work. An objective assessment will assist individuals and supervisors to determine suitability. • Not all departments are equally able to support remote work, even with similar roles. • While every effort will be made to consider RWA requests in a fair and equitable manner across the institution, each decision must consider the unique circumstances of the role, individual, team and department context.
RWAs maintain connection and collaboration	<ul style="list-style-type: none"> • UVic seeks to provide a vibrant on-campus experience and responsive suite of services for our students. Connections to campus, students, clients and colleagues are necessary to some degree in all roles and will be considered in RWA approval. • RWAs will normally be on a part-time basis. Full-time or long distance RWAs will not normally be considered except in exceptional circumstances. • Consideration of employee health, safety and well-being is important for all employees. Both supervisors and employees have a responsibility to stay connected, to identify issues and to access appropriate resources when needed. • Employees engaged in RWAs are expected to attend campus as required and may need to adjust their RWA schedule to do so. Supervisors will provide as much notice as possible.

REMOTE WORK FRAMEWORK

While UVic's principle-based approach recognizes that decisions about the appropriateness of remote work and the specific agreements for each RWA are best determined at the departmental level, the following framework provides some scope and guidance for all RWAs at UVic:

Location of Work

- The remote work location will normally be the employee's home unless a different location is specified and agreed upon. Employees will maintain their [UVic employee profile](#) with their current home address and emergency contacts.
- Mileage, parking, or transit fees will not be reimbursed when an employee is required to attend work at the University.

Terms and Conditions, Policies and Guidelines

- RWAs do not alter the terms and conditions of employment. Job descriptions, hours of work, collective agreements and other employment terms and conditions continue to apply.
- Relevant workplace policies, guidelines and legislation continue to apply.

Hours of Work and Scheduling

- A RWA does not alter the assigned workload and employees are accountable for fulfilling their normal hours of work per week.
- RWAs may include non-standard work schedules but must consider the need for employee availability and accessibility during normal office hours.
- Employees working remotely must ensure they remain free from personal distractions or interruptions during their regular hours. Working remotely is not a substitute for dependent care or other personal obligations.

Performance

- A RWA should not impede an employee's ability to meet performance expectations and complete regular work functions and duties, including communicating with colleagues and supervisors, providing client/student service, and remaining current on departmental and operational issues and updates.
- The normal [Performance and Development Cycle](#) process continues during a RWA including setting goals, regular check-in conversations and a periodic review process.

Health and Safety

- Employees working remotely continue to have access to applicable sick leave provisions when they are unable to work due to illness.

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- Employees with approved RWAs are covered for injuries that arise out of and in the course of employment, and compensation will be limited to the designated remote workspace within their home or other agreed upon work location. If an employee suffers an injury while in their designated remote workspace, they should immediately seek assistance, report the incident to their supervisor as soon as possible, and document the incident on the UVic report form available from [OHSE](#), including any [WorkSafeBC claim forms](#), if applicable.

Office Furniture, Computer Equipment and Expenses

- The employee will establish an appropriate, professional workspace free from personal distractions and interruptions. Workspaces should be ergonomically optimized with proper furnishings and adequate space that supports working efficiently and safely. UVic will not be responsible for costs associated with the setup of the employee's remote workspace such as remodeling, furniture, or lighting, nor for repairs or modifications to the space. UVic assumes no responsibility for any damage to, or loss of, an employee's personal property.
- Computer equipment used in remote locations will be UVic standard computers available through the [Technology Solutions Centre](#) that are managed by appropriate UVic personnel (e.g. University Systems Desktop Support Services) and utilize the UVic Virtual Private Network (VPN) service at all times. UVic-supplied computers will include all required peripherals, e.g. monitors, keyboard, mice. If an employee wishes to supply their own peripherals, the supervisor must approve the connection of personal peripherals to UVic computers based on advice from University Systems or their IT support personnel. Note that the university will not provide any support for personal peripherals.
- University Systems offers a software version of campus VoIP phones that can be used remotely. Individuals who have an existing campus VoIP phone and local can use this service at no additional charge. Request this service via the Buy Now link under the Cisco Jabber Softphone section of the following University Systems site. If you have University Systems Desktop Support Services, contact your DSS support person for assistance.
- Equipment supplied by UVic will be maintained by the university, and is subject to all applicable rules, policies and practices relating to use of equipment. Employees must take reasonable steps to protect any university property from theft, damage, or misuse.
- While UVic's [Acceptable Use Policy \(IM7200\)](#) allows "incidental personal use" of university information resource, university computers supplied for remote work are not meant to replace personal computers.
- Employees working on a part-time or ad hoc arrangement must ensure they take the appropriate equipment to and from the office each day as necessary for their work.

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- The employee must provide internet connectivity that functions consistently with sufficient bandwidth so that the employee can work effectively and meet the expectations of the role.
- Employees must comply with the UVic's [Information Security](#) policies and procedures, guidelines and best practices, including without limitation software updates, anti-virus software and scanning, password protection, file sharing and downloads and locking the computer when not in use.
- The employer will continue to supply materials and supplies that are normally available in the workplace such as office supplies and basic supplies required to perform the work. Printers and toner will not be provided as any printing should be done on campus.
- The employee is responsible for obtaining and maintaining adequate home insurance and to consult with their insurer on any insurance implications due to their remote work arrangement.

Remote Work Arrangements

REMOTE WORK REQUEST FORM

Employee Name		Supervisor Name	
Department			
Proposed remote work schedule and location			
Proposed Start date		Proposed End date	

Step 1: Employee initiates the request

Confirm the following prior to initiating the request:

- I have considered my unit/department's criteria for remote work in making this request
- I have read and understand the Remote Work Principles
- I acknowledge and accept the terms of the Remote Work Framework
- I have completed the Remote Work Self Assessment
- I have completed the Home Office Safety Checklist

Step 2: Employee and supervisor meet to jointly review the request.

The conversation guides can be used to establish alignment with departmental criteria and UVic principles and framework. These conversations will consider and determine what specific agreements will be necessary for the request to be successful in the context of the department, role and employee. Decisions are at the sole discretion of the manager/supervisor. Disagreements related to remote work requests may be reviewed by the senior excluded leader in the faculty, program, or division (Dean, Director or higher).

Step 3: Employee and supervisor confirm agreements developed to support the RWA.

<p>My supervisor and I have discussed this request and have developed agreements to support its success</p> <hr/> <p>Employee name</p> <hr/> <p>Employee Signature</p> <hr/> <p>Date</p>	<p>The employee and I have discussed this request and have developed agreements to support its success</p> <hr/> <p>Supervisor name</p> <hr/> <p>Supervisor Signature</p> <hr/> <p>Supervisor one-over Signature (optional)</p> <hr/> <p>Date</p>
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Forms are retained in Department files

Remote Work Arrangements

REMOTE WORK AGREEMENT CONVERSATION GUIDE

Use the conversation guide to help determine if the request aligns with the department/unit criteria and the UVic Principles and Framework. Based on this conversation, the supervisor/manager may approve, deny or seek modifications to the request. The employee and supervisor will jointly consider what specific agreements are necessary for the request to be successful in the context of the department, role and employee.

Communication and Team Interaction Agreements	
Consider how you will ensure ongoing supervisor/employee communication, team connection and collaboration. Add or skip topics as needed to address your work context.	
How will you ensure regular two-way communication occurs between employee and supervisor?	
What team norms and agreements have you developed to ensure communication with team members?	
How will you address team collaboration issues such as scheduling meetings, sharing documents and collaborating on tasks or projects?	
Other:	

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Work Assignments, Expectations and Feedback Agreements

Consider how you will ensure performance expectations are clearly defined and systems are in place to identify and address issues or challenges early when working remotely? Add or skip topics as needed to address your work context.

How will this request positively impact unit operations and/or client service aspects of the role?

How will on-campus tasks be distributed equitably among team members?

How will work assignments, goals and priorities be established and work reviewed?

How will you address emergent needs, staff coverage, client or operational requirements that require changes or flexibility in the remote work arrangements?

Other:

Remote Workspace Location, Office Setup and Technology Agreements

Consider how you will ensure an appropriate workspace, internet connectivity and technology is available to support remote work. Add or skip topics as needed to address your work context.

What arrangements have been made to create an appropriate and ergonomic work station?

How have you ensured that internet connectivity and speed at the remote work location is sufficient for the needs of the role? What contingencies are in place for an unexpected internet outage?

What additional practices and protocols do we need to adopt to comply with University Systems and data security policies and guidelines?

How have you addressed any issues identified in the Remote Home Office Safety Checklist?

What support, training or access to technology is needed for online collaboration, information sharing and meeting participation?

Other:

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Employee Mental Health and Emotional Wellbeing Agreements

Consider how you will support employee health and emotional wellbeing. Add or skip topics as needed to address your work context.

How will you jointly ensure appropriate work/home boundaries are maintained?

How will you create opportunities to participate in the informal interactions of the workplace?

What kind of check-ins should we put in place to ensure your health and well-being given we won't be seeing each other in person every day?

Other:

DETERMINE REVIEW INTERVALS AND SCHEDULE CHECK IN MEETINGS

Check-in notes:

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REMOTE WORK SELF ASSESSMENT

Employees requesting Remote Work Arrangements should consider a variety of factors in determining if remote work is the right choice for their personal circumstances.

Please complete the self-assessment, referencing the resources available. Upon completion, reflect on your responses. If you have indicated 'no' in areas, consider how these can be addressed. This self-assessment, along with the [Home Office Safety Checklist](#) should be discussed with your supervisor as part of your Remote Work request.

Technology		
I have access to the appropriate technology (hardware, software, internet connection) to work productively.	<input type="radio"/> Yes <input type="radio"/> No	Remote Work Resources
I am aware of and able to comply with IT and datasecurity policies and guidelines and understand how to send digital information safely.	<input type="radio"/> Yes <input type="radio"/> No	Information Security Sending Digital Information Safely Records Management
I have access to, and am comfortable using, UVic collaboration technology (Zoom, MS Teams, etc.) to connect with my team, students, clients, or others.	<input type="radio"/> Yes <input type="radio"/> No	Technology Training
Physical Surroundings		
I have a safe workstation set-up (ergonomic, secure, free of hazards).	<input type="radio"/> Yes <input type="radio"/> No	Office Ergonomics Guide
My work space is appropriately suited to my needs (quiet, adequate space).	<input type="radio"/> Yes <input type="radio"/> No	
I have adequate care arrangements for children or other dependents.	<input type="radio"/> Yes <input type="radio"/> No	
Personal Wellbeing		
I am able to set boundaries around work regardless of my environment, such as being able to fully disengage from work after my remote work day.	<input type="radio"/> Yes <input type="radio"/> No	

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I am comfortable working alone and can stay engaged without the social aspects of working on-campus.	<input type="radio"/> Yes <input type="radio"/> No	
I have developed a working alone safety plan with regular safety check-ins (if applicable)	<input type="radio"/> Yes <input type="radio"/> No	
I have integrated self-care into my remote work plans.	<input type="radio"/> Yes <input type="radio"/> No	UVic Health and Wellness
Personal Characteristics and Individual Approach to Work		
I am effective working autonomously and independently, and perform well in these conditions.	<input type="radio"/> Yes <input type="radio"/> No	
I am generally skilled at setting milestones and key deliverables for my work. I am comfortable working with deadlines and independently managing my tasks to ensure deadlines are met.	<input type="radio"/> Yes <input type="radio"/> No	
I am able to foster effective and collaborative working relationships with colleagues, clients, or other stakeholders when working remotely.	<input type="radio"/> Yes <input type="radio"/> No	
I prefer a flexible approach to work and easily adapt to changing routines and environments. I am willing/able to be on campus when required by my team.	<input type="radio"/> Yes <input type="radio"/> No	
I have a current Performance and Development plan approved by my supervisor, and will be able to meet my goals within the context of a RWA.	<input type="radio"/> Yes <input type="radio"/> No	Performance and Development Cycle

Remote Work Arrangements

HOME OFFICE SAFETY CHECKLIST

Employees are responsible for ensuring their designated workspace meets WorkSafeBC’s normal occupational health and safety standards for a home office. Use this document as a guide to identify and address any potential hazards while working at home.

If you require assistance addressing any items noted as unsatisfactory, please discuss these with your supervisor.

Item	Satisfactory	Unsatisfactory	N/A	Comments
Floors				
Is there any loose material, debris or worn carpet that may be a tripping hazard or any areas that are slippery or have rough, splintered or protruding nails or screws?				
Stairways and aisles				
Are stairways and aisles clear and unblocked, well lighted and have handrails?				
General Work Area				
Are there any worn or broken items with sharp or splintered edges?				
Is the floor clear with cables stowed neatly?				
Are any electrical cords frayed? Are electrical outlets and devices properly grounded and are extension cords and power bars used safely?				
Are there appropriate security measures in place at the remote work location to ensure individual (personal security) and to prevent theft or non-authorized access to equipment and sensitive materials?				
Workstation				
Is task and general lighting adequate with minimal glare on computer screen?				
Are the chair, desk and keyboard ergonomic and height/settings adjusted correctly?				
Is the space adequate to perform the work, with appropriate ventilation, temperature control and work surfaces?				

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Item	Satisfactory	Unsatisfactory	N/A	Comments
Material storage				
Are cabinets and shelves secured to walls with heavy items placed on lower shelves to reduce falling hazards?				
Evacuation routes and emergency equipment				
Are exit routes unobstructed and clear?				
Is a first aid kit accessible?				
Are smoke detectors and carbon monoxide detectors properly maintained?				
Additional Considerations/comments				

UVic Ergonomic Resources: <https://www.uvic.ca/hr/health-wellness/ergonomics/index.php>

Includes:

- Temporary work from home ergonomics guide
- Guide to ergonomic postures
- Computer workstation checklist
- Standard task seating

Employee Name: _____ Employee Department: _____

Date: _____

Signature: _____

Remote Work Arrangements FAQs

The staff Remote Work Arrangements (RWA) process is new to UVic and these FAQ's will evolve over time. Please check back regularly and send suggestions for questions to vpfoproj@uvic.ca.

ELIGIBILITY AND APPROVAL:

Q. Who can apply?

A. Any staff member may request a remote work arrangement.

Q. Who approves requests?

A. The approval is at the discretion of the departmental supervisor or manager.

Q. What if we don't agree?

A. Disagreements related to remote work requests may be reviewed by the senior Management Excluded leader in the faculty, program, or division (Dean, Director or higher).

Q. We have been working remotely since March 2020, why do we need a process now?

A. At UVic we have experienced working remotely with limited on-campus activities as part of our overall response to the pandemic. With the BC Restart Plan and the Provincial Health Officer supporting the return of staff, faculty and students to campus for fall 2021, our student and client service needs will once again require more on-campus presence.

Q. Why are only part-time remote work arrangements being considered?

A. UVic seeks to provide a vibrant on-campus experience and responsive suite of services for our students. Connections to campus, students, clients and colleagues are necessary to some degree in all roles. Full time or long distance RWAs will not normally be considered except in exceptional circumstances.

Q. What kind of criteria for RWA's can a department establish?

A. Departments may establish criteria consistent with the principles for remote work arrangement that includes, but is not limited to the types of roles appropriate for remote work, the number of requests approved at any one time, the duration and review period of RWAs, remote work and on-campus work schedules, work assignments when working remotely, and team communications norms or standards to ensure effective communication and collaboration.

Q. Can employees work remotely once in a while without a formal RWA?

A. Yes. An occasional, ad hoc remote work day may be approved by the supervisor to address situations such as needing to be home for a service person, working at home when experiencing mild symptoms that prevent attendance on campus but don't interfere with work, or to focus on specific tasks without interruptions. Any regularly occurring remote work is subject to a Remote Work Arrangement.

Q. What is the expected duration of the initial RWA?

- A. All initial RWA will be set up as temporary pilots as units and participants learn to adjust to hybrid working arrangements in the context of a full return to campus for our students, employees, instructors, researchers, and community. Pilots that are a minimum of 3 months and a maximum of 8 months are initially recommended. Aim for at least one full semester. Experimenting with different practices and having open, honest discussions about them, keeping the ones that work and adapting the ones that don't. This will mean embracing uncertainty and accepting that successful change won't happen overnight.

Q. What happens after the 3-8 month trial period?

- A. RWAs may be cancelled with reasonable notice by either party, they may be adjusted based on feedback from the pilot experience, or they may be renewed for another period of time.

EQUIPMENT, OFFICE FURNITURE AND EXPENSES:

Q. Can employees use their personal computers for remote work?

- A. No. While some employees used personal computers during the COVID related work from home, moving forward, employees must utilize UVic standard computers provided through the [Technology Solutions Centre](#) that are managed by appropriate UVic personnel (e.g. University Systems Desktop Support Services).

Q. Who pays for computer equipment?

- A. Purchasing the appropriate computer equipment for RWAs is a departmental responsibility. Uvic owns and manages all computers used in RWAs. Budgetary constraints may limit the amount of computer equipment available and the number of RWA's approved at any one time. Employees may need to transport equipment to and from work as needed.

Q. How do I purchase furniture for home use with ProD and / or UVic Department funds?

- A. [To purchase furniture using your ProD and/or UVic funds for home use please submit a FMIS request to Facilities Management \(FMGT\)](#). An Interior Modifications Planner (Planner) will be assigned to your request and will assist you with selection.

Your FMIS request needs to state that the request is for RWA and that you will be using ProD and/or UVic funds to complete the transaction. The planner will take your information and confirm funds with Accounting, then work with you to select, procure and have your products delivered to your home. Your AO can help with submitting a FMIS request on your behalf.

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Your Planner will provide you with information on what's available in our Surplus stock. If your funds are limited this is a great option for gently used UVic Standard Furniture.

<https://www.uvic.ca/facilities/service/planning/furniture/index.php>

Note: Delivery and installation costs are included with the Greater Victoria area. Extra delivery charges may apply for areas outside Greater Victoria. Furniture purchased with ProD and/or UVic funds for home use while on RWA must be purchased through FMGT. These assets remain the property of UVic.

Q. Who pays for office furniture?

- A. The employee is responsible for establishing an appropriate, professional and ergonomically optimized workspace with proper furnishings and adequate space that supports working efficiently and safely.

Q. What is an ergonomically optimized work station?

- A. As we move from the COVID related work from home orders into a new context for Remote Work Arrangements, the expectation for safe and healthy workspaces will be that home offices are intentionally set up to reduce the risk of injury. There are excellent resources and videos in the [Office Ergonomics Guide for Employees](#).

Q. Who pays for internet fees?

- A. Employees are responsible for providing internet connectivity that functions consistently with sufficient bandwidth to work effectively and meet the expectations of the role. Internet is not eligible for reimbursement.

Q. How will employees make long-distance calls from home?

- A. University Systems offers a software version of campus VoIP phones that can be used remotely. Individuals who have an existing campus VoIP phone and local can use this service at no additional charge. [Request this service via the Buy Now link under the Cisco Jabber Softphone section of the following site.](#)

Q. Can parking and mileage be expensed for days in the office?

- A. Parking and mileage for coming onto campus on non-remote work days is not eligible for reimbursement. UVic will continue to offer the Flex 25 parking option for those employees who drive to work. The Flex 25 parking option is well suited for employees working 1 or 2 days a week on campus.

Q. What home office expenses can I claim on my tax return?

- A. Canada Revenue Agency has not updated the 2021 requirements and eligibility information on the declaration of employment guidelines, and we are expecting more

information to be updated on this by the end of the year or early 2022. Employees are encouraged to keep track of home costs such as heating, hydro and water as well as noting the square footage of their office area used and total square footage of their residence. Employees should also retain receipts of any purchases not reimbursed or eligible for reimbursement from the university.

Q. Will employees need to give up their office if they have a RWA?

- A. Employees with a RWA may be asked to relocate to a shared workspace in order to maximize workspaces on campus. This will be determined at the unit/department/division level based on need.

HEALTH, SAFETY AND SECURITY:

Q. Why do employees need to complete a Home Office Safety inspection?

- A. Employees with approved RWAs are covered for injuries that arise out of and in the course of employment, and compensation will be limited to the designated remote work space within their home or other agreed upon work location. The Home Office Safety inspection will help ensure a safe work environment that minimizes the risk of injury.

Q. Why do employees need to complete a Home Office Self Inspection?

- A. Employees with approved RWAs are covered for injuries that arise out of and in the course of employment, and compensation will be limited to the designated remote workspace within their home or other agreed-upon work location. The Home Office Safety Self Inspection will help ensure a safe work environment that minimizes the risk of injury.

Q. How can we ensure the safety of employees who are working alone?

- A. Not all employees working remotely will be working alone. Employees and supervisors should discuss the situation as part of the request process and make arrangements for check-ins by a supervisor or a colleague if appropriate.

Q. What are the cleaning responsibilities for shared offices?

- A. Employees should consult their Safe Work Plans and develop a cleaning schedule accordingly, or follow proper communicable disease planning after July 15, 2021.

Q. What if an employee gets injured while working remotely?

- A. If an employee suffers an injury while in their designated remote work space, they should immediately seek assistance, report the incident to their supervisor as soon as possible, and document the incident on the UVic report form available from [OHSE](#), including any [WorkSafeBC claim forms](#), if applicable.

Q. What if an employee is sick on a remote work day?

- A. When employees are unable to work remotely due to illness they will continue to have access to any applicable sick leave provisions. When experiencing a mild illness that would otherwise prevent them from attending campus, but does not interfere with their ability to do their work, employees may continue to work remotely.

HOURS OF WORK AND SCHEDULING:

Q. What is the definition of part-time remote work?

- A. Simply put, part-time is not full-time, and the rest is up to the department. In our principle-based approach RWAs must maintain some connection to campus.

Q. Can RWA's include a non-standard work schedule?

- A. Each unit or department manager will determine the type of requests that will be considered. Operational effectiveness, client support and team communication are some considerations that may limit non-standard scheduling of hours of work. Some departments may permit non-standard scheduling of hours of work within the work day. RWA's do not change the total number of hours worked per day and per week.

Q. Do the remote days need to be scheduled and consistent?

- A. Each unit or department manager will determine the type of requests that will be considered. Some departments may implement set schedules in order to meet operational requirements and to share workload among staff. Other departments may be able to approve a more flexible approach to scheduling remote work days.

Q. What does long-distance mean?

- A. In our principle-based approach, RWAs must maintain some connection to campus and employees may be asked to come onto campus at any time for a team meeting, event, operational needs and/or urgent issue. While occasional temporary remote work may be permitted for special circumstances, note that WorkSafe BC may not apply to out of province work. Please confirm with your OHSE contact.

OFFICE ARRANGEMENTS

Q. Will office space be reassigned for those working remotely?

- A. One of the benefits of RWAs is the ability to reallocate space, reducing occupancy in lower quality workspaces and freeing up additional space for growing teams. Staff participating in RWAs may be required to give up dedicated on-campus office space and be assigned to on-campus space that has been configured for part-time use.

Q. How will teams communicate effectively with some team members working remotely?

- A. Each team will need to establish team norms and methods of communication for a hybrid office environment. Examples might include one day a week where everyone is in the office, the investment in meeting room technology to allow for hybrid team meetings, or agreed upon communication norms around when to use email, MS Teams, telephone or in-person communication.

Q. Can an employee be asked to come into the office on their normal remote work day?

- A. Yes. In order to maintain services or respond to an urgent situation, supervisors may need to ask employees to come to campus and employees may need to adjust their RWA schedule to do so. Supervisors will provide as much notice as possible.