

## **Western University Flexible Work Location Arrangement Guidelines**

These Western University Flexible Work Location Arrangement Guidelines include additional terms and conditions with which a Flexible Work Location Worker who has entered into a Flexible Work Location Arrangement Agreement must comply.

### **ELIGIBILITY**

Each individual department will determine whether or not Flexible Work Location work is a viable option for positions and/or individuals within their team(s) and may be subject to approval of the Dean or Associate Vice-President of the department. This determination will be made on a case-by-case basis because all positions in a department may not be suited for Flexible Work Location work. Management will evaluate the effectiveness and feasibility of each Flexible Work Location work request and arrangement on an individual basis. Flexible Work Location Workers must consistently maintain performance, achieve work goals, productivity and quality outcomes that are equivalent to the levels expected of employees working on campus.

There are cases in this document where equipment is discussed. Equipment in these contexts can refer to personal devices or devices provided by Western University to the Flexible Work Location Worker (on a case by case and as needed basis).

Factors that may be considered to determine eligibility for a Flexible Work Location arrangement include, but are not limited to, the following:

- Proven ability to perform (e.g. meeting performance expectations)
- A record of satisfactory attendance and regular availability to perform work;
- Suitability of essential job functions and requirements to work in teams;
- Coverage and business requirements at the team or departmental level;
- Work ethic and characteristics that would be considered important for a Flexible Work Location Worker to have include, but are not limited to:
  - being self-motivated and self-disciplined;
  - the ability to establish and exceed clear standards and objectives;
  - excellent planning and organizational skills;
  - proven time management abilities;
  - excellent communication skills;
  - the ability to travel to work locations as needed;
  - comfort in working in a solitary environment; and
  - a commitment to making Flexible Work Location work a viable alternative.

### **WORK SCHEDULES**

Flexible Work Location Workers and Managers may initiate schedule changes in accordance with current Western University and Departmental policies and as per the UWOSA Collective Agreement. If a schedule is not agreed upon, the schedule of regular work hours is assumed to be core business hours, Monday through Friday 8:30 am to 4:30 pm.

Flexible Work Location Workers are required to be accessible to Western University by phone, Teams, Zoom and/or any other manner within a reasonable time period during the agreed-upon work schedule. Flexible Work Location Workers will provide their personal phone contact information to their Manager and co-workers as the work and interaction requires.

Flexible Work Location Workers may be required to travel to campus at the request management to attend meetings, work with team members, attend training, and to maintain appropriate communication levels with their team, co-workers and clients, on the pre-established days working from home, with reasonable advance notice. Flexible Work Location Workers may be required to provide information required in order for Western University to track hours of work.

Managers must continue to properly verify a Flexible Work Location Worker's time off by using the department or unit's procedures for requesting and approving vacation, personal days and medical appointments. Unanticipated absences due to illness, injury or family responsibilities will be entered into the **Absence Notification** function on Western University's employee portal, **MyHR.uwo.ca**.

### **WESTERN POLICIES**

Flexible Work Location Workers are required to comply with all policies, procedures, practices and requirements of Western University, including, but not limited to, the following:

- Compliance with Western University confidentiality requirements – Working in a remote setting can present challenges to maintaining the confidentiality of Western University proprietary information. Flexible Work Location Workers must take all necessary steps to ensure that the remote work environment is secure and information is protected in accordance with POLICY 1.23 – Guidelines on Access to Information and Protection of Privacy.
- Compliance with Western University POLICY 1.13 – Computing, Technology & Information Resources and the Acceptable Use Policy (AUP). Flexible Work Location Workers must ensure that approved antivirus software is enabled and up to date and must not introduce or download files from an outside source without scanning such files to detect possible malware. Flexible Work Location Workers must not permit access to equipment provided by Western University, including their computers, to unauthorized persons. Only Western University employees with a demonstrated need, and formal authorization, are permitted to access a Flexible Work Location Worker's University-provided computer.
- Flexible Work Location Workers must ensure that their designated remote work locations are in compliance with all relevant and applicable Occupational Health and Safety legislation and all Western University safety policies (e.g., free of hazards, clutter, etc.). They must also adhere to safe work practices while working remotely. Any injuries suffered in the course of the Flexible Work Location Worker carrying out their duties while working at home must be immediately reported to Western University.

## **HOME OFFICE SET-UP AND EXPECTATIONS**

Additional considerations when setting up the home office include:

- **Noise** – many homes have a higher noise level than a typical workplace. Where possible, the home office should be located away from the kitchen, family room, and laundry room and in any event should be free from background noise;
- **Work Surface** – ensuring that there is ample work surface that is glare-free and at the proper height;
- **Monitor Display Surface** – place computer monitor at a normal line of sight height to ensure comfortable reading;
- **Visual Accessibility** – work area should display all work materials and equipment free of obstacles and materials, and equipment should be easy to reach;
- **Chair** – a chair directly effects posture, circulation, and the amount of energy spent to maintain a given position. Make sure the chair is comfortable and provides adequate back support; and
- **Lighting** – lighting should be adequate to read both text material and a computer monitor. Minimize surfaces that reflect light or glare.

Flexible Work Location Workers are required to review the [Office Ergonomics resources](#) on the Health, Safety and Well being site to ensure a safe workplace environment.

Flexible Work Location Workers may be required to forfeit a designated work area on campus during the term of their Flexible Work Location Work Arrangement. A temporary area suitable to perform work that must be done on campus during the term of a Flexible Work Location Work arrangement will be made available to those Flexible Work Location Workers permitted to attend on campus as required.

The University will approve a [CRA T2200 Declaration of Conditions of Employment](#) annually, indicating that the University required the Flexible Work Location Worker to use a portion of their home for work, incur work related expenses and declare the amount of expenses reimbursed to the Flexible Work Location Worker for each taxation year during the Flexible Work Location Work Arrangement.

## **WESTERN UNIVERSITY INFORMATION AND EQUIPMENT**

The Flexible Work Location Worker agrees to ensure that there are robust technologies in place as required for sustained virtual work, including appropriate internet bandwidth, access to the Western VPN (if required) and a web camera/headset as needed. The cost of these items shall be assumed by the Flexible Work Location Worker. Certain Flexible Work Location Workers may have access to [professional expense reimbursement balances](#) to support out of pocket expenses.

Consistent with Western University's information and asset security expectations for

employees working on campus, Flexible Work Location Workers are expected to ensure the [protection and privacy of proprietary Western University](#), employee, student, alumni, research and other information accessible from their home office.

Steps may include, but are not limited to, use of locked file cabinets, desks, regular password maintenance, encryption of files and/or devices, and any other steps appropriate for the job and the environment to maintain confidentiality standards within or above the norm used at campus locations.

### **SPECIFIC SOFTWARE AND TECHNOLOGIES FOR FLEXIBLE WORK LOCATION WORKERS**

#### **As of July 2020**

The Flexible Work Location Worker must ensure that they have access to all relevant software on computer equipment used for work in a home location, including Microsoft Office (available via Microsoft Office 365), VPN access via ROAMs (if required and requested/approved through appropriate channels), and anti-virus software.

There may be additional software applications required on a departmental basis and Flexible Work Location Workers should seek direction from their supervisors for more information about availability and licensing.

The Flexible Work Location Worker agrees to complete the [Cyber Security Awareness Training](#) as soon as their Flexible Work Location Work Arrangement takes effect.

The Flexible Work Location Worker agrees that the use of equipment, software, data and supplies provided by Western University is limited to the worker or authorized persons for purposes related solely to the business of the University. It is the responsibility of the Flexible Work Location Worker to ensure that no other person has access to Western University equipment, software, data, supplies, etc. These items are covered under MAPP 1.13 and the Acceptable Use Policy (AUP).