

<b>Number:</b>	RHR-228
<b>Title:</b>	Telework Policy
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	October 20, 2021
<b>Approved:</b>	October 20, 2021 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

**1. Objective**

This policy is intended to allow staff to work remotely, away from their usual office, in a secure manner and in a way that does not adversely affect other members of the University community (support staff, faculty, students and other partners).

**2. Principles**

The University recognizes that thanks to information and telecommunication technologies, teleworking is an effective option in certain cases and under certain conditions.

**3. Definition**

Telework: Work carried out remotely by a regular or contractual staff member using technological means.

**4. Regulation**

- 4.1 The official workplace of all employees is the University’s main campus in Ottawa.
- 4.2 The teleworkplace is the alternative location—normally the employee’s home—where the employee is permitted temporarily to carry out the work otherwise performed at or from the official workplace. Given the confidential nature of the information typically processed, teleworking from public locations is not allowed.
- 4.3 The approval of each telework situation shall be made on a case-by-case basis at the discretion of the employee’s supervisor, after consulting with the member of the University Administration Committee to whom the supervisor reports and taking into account the particular contexts that may arise.
- 4.4 Telework cannot be considered a right; rather, it is a revocable privilege.
- 4.5 Before approving a telework request from an employee, the supervisor shall ensure that the following conditions are met:
  - The nature of the work to be performed at the teleworkplace is operationally feasible.
  - The performance of the work must be logical in terms of the University’s overall operations and must not negatively affect the work of other University staff or the services offered.
  - Telework must not result in additional costs to the University.

- All University policies and collective agreements must be respected.
- 4.6 The employee may bring equipment installed at his official workplace to the teleworkplace. Equipment borrowed on an ad hoc basis must be transported securely and at the employee's expense. Similarly, the employee must assume all costs related to the teleworkplace.
- 4.7 The employee must have the necessary space, equipment and software to telework, as well as a stable and sufficiently strong Internet connection.
- 4.8 Since the official workplace is the University's main campus, no declaration of working conditions for tax purposes will be issued.
- 4.9 Employees who participate in telework are responsible for ensuring that:
- the telework arrangement complies with municipal zoning regulations;
  - the teleworkplace is adequately equipped from a health and safety point of view;
  - the teleworkplace environment lends itself to the performance of the task under optimal conditions.
- 4.10 Only the computer provided by the University should be used for teleworking. This computer must be used for professional purposes only and must be used by connecting to the University's secure network.

## **5. Applicability**

- 5.1 The supervisor must ensure that the employee has the skills required to function well in a telework environment.
- 5.2 The employee must have completed his probationary period and must have demonstrated satisfactory performance at his last performance review.
- 5.3 For each telework event, the employee and the supervisor must complete and sign a copy of the agreement provided in the Appendix to this policy. This agreement must be forwarded to Human Resources Services.

**Appendix**

**TELEWORK AGREEMENT**

Employee name:	Date:
Job title:	
Telework period:	
from: _____	
to: _____	

TELEWORK LOCATION	
Street address:	
City:	
Province:	Postal code:
Telephone number:	Cell phone number:

DESCRIPTION OF MATERIAL AND EQUIPMENT TAKEN
Computer:
Monitor:
Chair:

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Signature of supervisor