
Responsible Unit	Human Resources
Last Reviewed/Updated	April 2023
Approving Sector Head	Vice-President Finance & Administration and CFO
Policy	Work from Home – Staff

Purpose

Working from home (WFH) provides a viable, flexible work option **when both the required duties and the employee are suited for such an arrangement**. Acceptance of this WFH arrangement does not alter the employees' duties, obligations, responsibilities and/or conditions of employment with Acadia University. This WFH arrangement is available to those deemed eligible, at the Employers' sole discretion. The Employer may terminate the WFH assignment at any time without cause. Use of the WFH arrangement is subject to the following conditions:

Principles

1. Work from Home (WFH) is a regularly scheduled and an approved ongoing arrangement whereby the employee works from home or a combination of home and campus.
2. The Employer and the Employee enter into a WFH agreement recognizing that it is in the best interest of the Employer and the employee with respect to satisfying the requirements of the position.
3. Any WFH arrangement is at the sole discretion of the Employer.

Application/Approval Process

- Step 1: The Employee and manager shall meet to review eligibility.
- Step 2: If deemed eligible, the Employee shall submit a completed Flexible Work Arrangement/ Work From Home Request application ([Appendix A](#)) to their Manager. (Step 1 & 2 maximum 2 weeks)
- Step 3: The manager approved application is sent to the Department Head and Vice President for final approval. (Step 3 maximum of 2 weeks)
- Step 4: The Employee is notified of the approved/declined application.

Approval times may vary due to unforeseen circumstances. All parties will strive to uphold the 2–4-week process and approval period. HR will maintain a copy of the approved WFH application.

Procedures

Eligibility - all eligibility conditions must be met.

- Full-time AUPAT, SEIU and Staff employees
- A minimum of 12 months of continuous regular employment is recommended, however, a work from home option may be approved as part of the hiring process.
- Satisfactory performance record.

- Employee suitability. The employee and manager will assess the needs and work habits of the employee.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the position is appropriate for WFH arrangement.

WFH may be withdrawn at any time as Acadia University's business needs require.

Designated Workspace:

It is the responsibility of the employee to designate a remote workspace, which is typically a space in the employee's home (an office, spare bedroom, etc.). No work should be performed outside of this designated workspace unless approved in advance. The designated workspace must be kept in a safe condition, free from hazards to both the employee and the equipment. Any furniture used must be appropriate for an office setting. Should the employee sustain any injuries in their designated workspace and in conjunction with his or her regular work duties, the employee is responsible for notifying his or her manager of such injuries immediately. Acadia University will not be responsible for any injuries to the employee or any third parties outside of the designated workspace or during the employee's non-working time.

If, while working from a designated workspace, the employee experiences technical issues with their computer or internet access that prevent the employee from working remotely, the employee must notify their manager immediately. Interruptions to work caused by internet outages may require the employee to work from their designated working space on campus until the outage is fixed.

WFH employees will continue to have access to a workstation/office space when they are required to be on campus, but this may be a shared/common space rather than a designated personal space and will be dependent on availability and arrangements made with the unit manager. The University **will not** equip two workspaces i.e., both remotely and physically at the university. Acadia will provide each WFH employee with:

- 1 (one) computer
- Appropriate office supplies (pens, paper, etc.)
- Other required equipment as determined by the Employer.

Rules and Policies:

All of Acadia University's rules and policies apply while working from a designated workspace. These policies include, but are not limited to, policies regarding attendance, confidentiality, and policies prohibiting harassment and discrimination

Designated Work Time:

Employees must follow their regular assigned work schedule, unless otherwise approved by the employee's manager. All personal appointments i.e., medical appointments etc. must be arranged so as not to interfere with the employee's regular work schedule. Any overtime must be approved in advance by the employee's manager. In situations where a collective agreement is in place, the policies and processes for personal dental and medical appointments outlined in the collective agreement will prevail.

Confidentiality and Security:

Employees working remotely are reminded that even if they are working from a designated workspace, they are bound by any confidentiality and/or security agreements they signed in connection with their employment with Acadia University. Consistent with Acadia University's expectations of information security for employees working in the office, remote employees will be expected to ensure the protection of

proprietary university and student information accessible from their home office. Steps include regular password maintenance, locked file cabinets and desks to store sensitive information, and any other measures appropriate for the job and the environment of the designated workspace. Any questions regarding this WFH Policy may be directed to your manager or Human Resources.

Acknowledgment of Receipt

I acknowledge that I have received a copy of the Work from Home Policy and that I agree to abide by it at all times. I understand that Acadia University retains the right to change or rescind the Work From Home arrangement at any time as the institution deems necessary.

Signature

Date