A. Definitions

Accommodation: For the purpose of this procedure, an accommodation is reasonable adjustment or change to work location to allow the employee to complete the essential duties of the job on the basis of a protected ground (e.g., disability, family status, etc.) as defined within the Ontario Human Rights Code.

Eligible Employees: All employees, including Administrative, Academic and Support Staff.

High Speed Internet: For the purpose of this procedure, at least 5 Mbps of upload and download bandwidth dedicated for the employee’s use and not shared with others in the household or remote work location is required. This can be tested by going to google.ca and typing “speed test” and running the link that will appear to initiate the test. Remote work is not possible without adequate bandwidth at the remote work location.

Manager: For the purpose of this procedure, refers to an employee’s direct supervisor.

Niagara College Property: For the purposes of this procedure, refers to equipment (including but not limited to, telephones, computers, printers, and software) and services (including, but not limited to, electronic networks and fax lines) provided by the College. Also included is information (proprietary, confidential, or personal) received through the course of performing Niagara College job duties.

Primary Work Location: For the purpose of this procedure, the primary work location is the assigned Niagara College site.

Remote Work: Work performed at a location other than a Niagara College site, on a part-time or occasional basis, up to a maximum of 50% of the academic term (i.e., work from home).

B. Procedure Purpose

This procedure outlines the steps to be followed to request, approve and monitor a Remote Work Arrangement (RWA).
PROCEDURE TITLE: NC600 Remote Work
RELATED POLICY: NC600 Remote Work

C. Procedure Statements

1. Employees requesting an initial RWA are to complete the Remote Workspace Employee Self-Assessment Form and send it via email, along with their requested remote work schedule to their manager, by the deadline as communicated by Human Resources.

2. Employees requesting a renewal of a RWA, are to do so by emailing their manager and include a confirmation that the remote workspace remains consistent with the previously submitted Remote Workspace Self-Assessment Form.

3. Managers will review an employee’s RWA request to ensure that the following is all true:
   a) There are elements of the employee’s role that can be performed from a remote location
   b) There will be a neutral or positive impact on departmental operations, productivity, and/or finances if the employee performs their work from a remote location
   c) There are no unresolved discipline issues on file or documented concerns related to the employee’s ability to work remotely; and
   d) The employee demonstrates the competencies, knowledge, and skills required to perform the job remotely.

4. If any of the above statements within Item 3 are not true, the manager will reject the request or contact Human Resources (HR) for support in making a determination about the RWA request.

5. The manager will clearly identify expected work outcomes during the RWA and will communicate this with the employee to ensure clear shared expectations.

6. The manager will ensure that the employee has arranged to have all the materials, resources, and connectivity to students, colleagues, and clients to perform their role well while working remotely.

7. The manager will complete the Remote Work Manager Assessment form and inform the employee of their decision via email to the employee within four (4) weeks of the date requests are due each academic term.

8. The manager will maintain all documentation related to the RWA request.
PROCEDURE TITLE: NC600 Remote Work
RELATED POLICY: NC600 Remote Work

9. Meal breaks and other breaks are to be taken in remote work locations in accordance with the Ontario Employment Standards Act 2000, collective agreements or the terms and conditions of employment. Meal breaks of 30 minutes are required after 5 consecutive hours of work. Breaks can be taken at the employee’s discretion unless otherwise directed or scheduled by the manager.

10. Requests to remove college-issued equipment from the on-site location requires approval of the manager. Employees are required to complete the Return to Campus Equipment Form found in the Employee Self-Service portal.

11. Throughout the duration of the RWA, the manager and the employee will meet regularly to review, discuss, and evaluate work done remotely.

12. There is no need to follow this procedure in its entirety if a remote work request is initiated by the manager, rather than by the employee, due to circumstances such as space limitations in the on-site office. Managers initiating RWAs must ensure the employee’s remote workspace is satisfactory and should review the Remote Workspace Employee Self-Assessment form with the employee and complete the Remote Work Manager Assessment form.

D. Related Documents

Forms: Remote Workspace Employee Self-Assessment Form
Remote Work Manager Assessment Form
Return to Campus Equipment Form (found in the Employee Self-Service Portal)

E. Document History

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