

Sheridan

Emergency Remote Working Protocol

1. Purpose

In March 2020, the Ontario government issued a provincial declaration of emergency resulting in the temporary closing of Sheridan's properties. Consequently, nearly all active employees have been working remotely. Many employees may continue to work remotely when campuses open in the interest of community protection and preventing the spread of the COVID-19 virus. This protocol outlines the rights and responsibilities of employees and Sheridan pertaining to remote work temporarily assigned as a result of the pandemic.

Sheridan reserves the right to terminate, extend or modify the emergency remote working protocol at any time given the constantly evolving nature of the situation.

2. Scope

This protocol applies to all employees who are temporarily assigned to work remotely except where otherwise indicated.

3. General Provisions

Sheridan maintains the right to assign employees to a work location(s) notwithstanding the Provincial government emergency declaration. Furthermore, Sheridan may choose to restrict access to Sheridan places of business or otherwise modify business practices to protect the Sheridan community and prevent the spread of COVID-19 even when the emergency declaration is lifted. Therefore, many employees will likely continue to be assigned to work remotely for the remainder of 2020. Sheridan will comply with legislation, collective agreements, and employment terms and conditions when supporting remote working.

Although many work practices have temporarily changed and some work functions are not possible to perform remotely due to COVID-19, employees working remotely remain required to perform their duties and responsibilities when safely able to do so.

Portions of this protocol highlight specific policies. However, employees must continue to follow all Sheridan policies when working remotely regardless of whether they are mentioned in this protocol.

3.1 Eligibility for Remote Working

Eligibility for remote working will be at the sole discretion of Sheridan. Criteria to be used for determining eligibility include, but are not limited to:

- Degree to which the role is enabled by portable technology (e.g. laptops and other devices that can be used off campus)
- Degree of independence needed to perform responsibilities
- Degree of collaboration needed to perform responsibilities
- Dependence on in-office resources
- Degree to which work outcomes can be managed remotely

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or face-to-face interaction. There may be other reasons why remote work is not appropriate in a given circumstance.

3.2 Location

Excluding teaching faculty covered by Collective Agreement for Academic Employees, an assignment to work remotely shall be considered an assignment to work at the employee's primary personal residence as identified in Sheridan records. Exception requests including approval to work at a secondary personal residence (e.g. cottage) must be approved in writing by an employee's manager. Employees approved to work somewhere other than their primary residence are still subject to this protocol in its entirety.

Teaching faculty covered by the Collective Agreement for Academic Employees shall continue to have their work location assigned as normal.

3.3 Health and Safety

3.3.1 The employee is responsible for ensuring that the remote work location is safe for the purposes of work and in compliance with occupational health and safety legislation and policies. This applies whether or not the employee is the owner of the property on which remote work is occurring. Sheridan reserves the right to implement appropriate measures to confirm that the remote work location is safe.

3.3.2 Sheridan will continue to be accountable for any incidents in which the employee is involved that occur when working remotely during scheduled work hours while performing work tasks. In the event of an injury or an illness while working

remotely, the employee must contact their manager immediately or as soon as it is safe to do so.

3.3.3 Sheridan will not be held responsible for injuries or illnesses incurred by others in the employee's home during working hours.

3.4 Designated Workspace

Not all personal residences may allow for a designated space to conduct Sheridan business. Nonetheless, employees are encouraged to identify a designated workspace within their personal residence whenever possible. Suggested criteria, in addition to the health and safety standards identified above, include:

- Sufficient space for an ergonomically appropriate tabletop/desk, chair and other equipment needed for work (e.g., a laptop, calculator, etc.). Guidance regarding ergonomically appropriate equipment and workplace setup can be found [here](#) and an ergonomic consultation by Occupational Health and Safety can be arranged through your manager.
- Free from noises and distractions inconsistent with a professional work environment.
- The ability to conduct all phone teleconference or video conversations privately.
- The ability to properly secure documents out of view which are not in use (e.g. a locked drawer or filing cabinet).

3.5 Expenses

Sheridan does not expect employees to incur additional personal costs or expenses when conducting work from home. Sheridan also will not reimburse employees for any costs or expenses associated with working remotely unless otherwise stated in this protocol

3.6 Workplace Equipment, Tools, and Supplies

3.6.1 Sheridan will provide the following to active *full-time* employees effective August 1, 2020 (including Appendix D and Temporary Administrators) for remote working with the stated limitations and restrictions:

- Employees will receive a one-time stipend of \$250 to purchase equipment and supplies (beyond those listed below) of the employee's choosing to facilitate a safe and effective remote work location. The stipend will be administered through

payroll as a taxable benefit beginning on August 28th.

- Employees may order a keyboard and a mouse from predetermined options with a Sheridan approved vendor. Please contact fabm@sheridancollege.ca for ordering instructions.
- Employees not issued personal computing equipment prior to the emergency declaration may be eligible to be assigned a laptop with their manager's approval.
- Managers who wish to provide any or all of the equipment in this article or the stipend to a non-FT employee may request approval from their PVP representative who will then review the request with the Vice President, Finance and Administration for final approval.

3.6.2 New full-time employees (including Appendix D and Temporary Administrators) hired between September 1, 2020 and December 31, 2020 are also eligible for the provisions in 3.6.1.

3.6.3 The provision of workplace supplies or office supplies to employees is at the discretion of the department manager.

3.6.4 Employees may not remove Sheridan owned equipment, tools, furniture or supplies from campus unless otherwise stated in this protocol. Any exceptions will require written permission from an employee's manager and, in the case of furniture, an ergonomic assessment by Occupational Health and Safety confirming the furniture is justified.

3.6.5 All Sheridan issued equipment and tools remains the property of Sheridan. Sheridan owned/supplied equipment is to be used for Sheridan business only. Employees must use Sheridan property with care and return all issued equipment in proper working condition once remote working ceases and the employee's primary workstation is reassigned to campus.

3.6.6 Maintenance and repair of personally owned equipment and tools is the responsibility of the employee.

3.6.7 All personally owned equipment and tools, such as computer hardware and software, must be kept up to date with manufacturer security and reliability updates. Sensitive Sheridan data must be stored on Sheridan approved services such as Office 365 or other applications and must not be copied or stored on personal devices. More guidance on securely working remotely can be found [here](#).

Employees can arrange a [consultation with IT Staff](#) for further guidance on their

equipment or practices

3.7 Privacy, Records and, Information Management

3.7.1 Employees are encouraged to work with their colleagues and their manager to coordinate remote work such that hard copy records are not removed from campus. In instances when hard copy records must be removed from campus, employees must use them with the utmost care and arrange for them to be returned to campus at the earliest opportunity.

3.7.2 Employees must continue to follow the [Records and Information Management Policy](#) and [Procedure](#) when accessing Sheridan records regardless of the format or location of the record. For questions, please contact records-management@sheridancollege.ca.

3.7.3 Employees must also continue to follow Sheridan's [Privacy Policy](#) including reporting if Sheridan records are missing or if IT equipment containing private information is missing to privacy@sheridancollege.ca.

3.8 T2200 Declaration of Conditions of Employment Form

Notwithstanding article 3.5 above, employees who are assigned to work remotely for greater than six months in 2020 can request Sheridan issue a [T2200 Declaration of Conditions of Employment](#) form beginning in January 2021 consistent with CRA regulations. The process for making a request will be communicated later in the year.

Sheridan does not and will not provide any personal tax consulting or advice as it relates to the T2200 form or remote working. It is the sole responsibility of employees to obtain his/her own personal tax advice, if desired.

3.9 Communication and Availability

3.9.1 It is expected that employees will be available by telephone, email, and video conferencing technology as normal and the same standards for communication and service will be maintained when working remotely. Sharing work schedules and/or setting up recurring check-in meetings with colleagues is recommended.

3.9.2 Employees are responsible for immediately notifying their manager if their contact phone number and home address has changed.

3.9.3 Employees must report absences as normal including notifying their manager and/or any other department specific protocols.

3.10 Workplace Meetings

Employees cannot hold or host in-person Sheridan meetings/gatherings at their residence or anywhere other than Sheridan property. For clarity, this means that no employee shall permit another member of the Sheridan community, including but not limited to students and other employees, to attend the employee's home for the purpose of Sheridan business.

Exceptions can be made for meetings involving employees and contractors only with the written approval of the relevant PVP member and the Manager, Occupational Health and Safety.

Employees may attend in-person meetings at third-party locations hosted by third parties or third parties in partnership with Sheridan, with the written approval of their manager.

3.11 Attending Campus

3.11.1 Once the emergency declaration is lifted and Sheridan work locations reopen, employees working remotely may be required to attend the workplace occasionally. Once Sheridan work locations reopen, employees are expected to be available to attend the workplace during their normal work hours if needed.

3.11.2 Employees required by management to attend their home campus or regular workstation to start their shift/normal work hours will not be compensated for costs or time associated with commuting to their campus/normal workstation.

3.11.3 Employees required by management to attend somewhere other than their home campus or regular workstation to start their shift/normal work hours will be compensated for travel costs consistent with the [Expenses Policy/Procedure](#) and relevant Collective Agreement but not the time associated with traveling to the workplace.

3.11.4 Employees required to attend their home campus or regular work location after their normal hours of work have begun will be compensated for time spent traveling to the workplace but not travel costs associated with traveling to the workplace.

3.11.5 Employees required to attend somewhere other than their home campus or regular work location after their normal hours of work have begun will be compensated for time spent traveling to the workplace. Furthermore, they will be compensated for travel costs associated with attending the workplace consistent with

the [Expenses Policy/Procedure](#) and relevant Collective Agreement.

3.12 Hours of Work

Excluding teaching faculty, employees working remotely shall maintain the same daily work hours unless amended pursuant to the relevant collective agreement or expressly agreed to in writing by the manager and the employee (and the Union if applicable).

Teaching faculty shall have the same expectations as normal regarding varying hours of work according to the scheduling of classes and academic deadlines.

3.13. Employee Accommodation and Return to Work

Nothing in this protocol is intended to restrict employee access to workplace accommodation consistent with the [Workplace Accommodation Policy](#) and [Procedure](#) or prevent an early, safe and successful return to work consistent with the [Return to Work Policy](#) and [Procedure](#). Accommodated work plans and return to work plans may contain aspects which conflict with this protocol.

4. Related Documentation (Procedures/Additional Policies/Forms)

[Incident Reporting and Investigation Policy](#)

[Expenses Policy](#)

[Expenses Procedures and Guidelines](#)

[Records and Information Management Policy](#)

[Records and Information Management Procedure](#)

[T2200 Declaration of Conditions of Employment](#)

[Privacy Policy](#)

[Workplace Accommodation Policy](#)

[Workplace Accommodation Procedure](#)

[Return to Work Policy](#)

[Return to Work Procedure](#)

[Expenses Policy](#)

[Expenses Procedure and Guidelines](#)

COVID-19 Campus Policy (to be released shortly)