

## Ad Hoc Remote Work Guidelines

<b>Office of Accountability:</b>	Office of the Dean
<b>Office of Administrative Responsibility:</b>	Department of Human Resources
<b>Approver:</b>	Senior Executive Committee
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### Definitions

<b>Ad Hoc Remote Work Arrangement (RWA)</b>	A remote work arrangement that occurs on an occasional basis no more than three (3) days per month. The request and approval are documented by writing in an email between the Unit/Department Manager and employee and is not intended to be a substitute for a formal RWA.
<b>Employee(s)</b>	Individual(s) who holds a position in the Faculty of Medicine belonging to the following employment groups: Senior Administrative Management/Leadership Group, Management and Professional, Support Staff (Non-Bargaining) or CUPE.
<b>Unit/Department Manager</b>	Individual who is authorized/designated by Memorial to direct or oversee the work of an employee(s).
<b>Unit Head</b>	Dean of Medicine (or designate) or Chief Operating Officer (or designate).

### Overview

The Faculty of Medicine recognizes the value of flexible work arrangements for employees and the university. These guidelines apply to situations where a Faculty of Medicine employee would occasionally work remotely. These guidelines have been developed in consultation with leadership and a committee developed within the Faculty, and in accordance with the parameters set out by Memorial's [Guidelines for Remote Work Arrangements](#). It is important to note that Ad Hoc remote work arrangements are not meant to serve as a workplace accommodation which is viewed as a protection of human rights. If a potential accommodation situation arises, employees would consult the [Workplace Accommodation Policy](#).

### Purpose

To provide clarity on the process for requesting and implementing occasional remote work arrangements.

### Scope

These guidelines apply to all non-academic employees including CUPE, non-bargaining, and management and professional employees.

### Policy

#### **1.0 Requesting an Ad Hoc work arrangement**

When considering an Ad Hoc RWA employees must:

- 1.1 Discuss eligibility to work from home with a Unit/Department Manager;
- 1.2 Receive an approved [virtual private network](#) (VPN) application from Memorial;
- 1.3 Ensure access to a Memorial VPN Laptop, and a cellphone for use with the two-step VPN verification process with an associated personal or Memorial-issued cellphone. Employees may use an assigned Memorial VPN laptop. Floater laptops assigned to the departments may be shared. HSIMS have limited number of laptops for employees to sign out on a first-served basis;
- 1.4 Ensure access to an appropriate, dedicated work space at an employee's home address that allows for uninterrupted work;
- 1.5 Ensure the security and confidentiality of all records and comply with the university's policies regarding data security. This includes no physical papers of a confidential nature removed from Memorial premises;
- 1.6 Complete a [Faculty of Medicine Ad Hoc Remote Work Arrangement application form](#);
- 1.7 Submit the application form to the Unit/Department Manager; and
- 1.8 Submit a request by email to a Unit/Department Manager prior to each occurrence of Ad Hoc RWA.

#### **2.0 Processing an Ad Hoc remote work arrangement**

2.1. Unit/Department Managers are responsible for reviewing and approving Ad Hoc requests:

- At the initial application; and
- Based on the nature of the request and operational requirements, including service delivery.

2.2. Unit/Department Managers will track requests and approvals.

2.3. Following approval or denial of an application for an Ad Hoc work arrangement the Unit/Department Manager will inform the [Chief Operating Officer](#).

### Procedure

### **A.0 Situations which would not qualify for an Ad Hoc RWA**

Infrequent situations which require an employee to stay home and would not qualify for an Ad Hoc RWA include:

- Caring for a sick child who requires care during normal working day. In this case, family leave or annual leave can be used;
- Employee is home sick, and feel like partial duties can be performed during the normal working day. In this case, employees can avail of hours available for sick leave; or
- Employee is unavailable during regular working hours, but could work outside of those hours. In this case, an employee can avail of hours available for family leave or annual leave.

### **Related Links**

[Memorial's Remote Work Arrangements](#)

[Faculty of Medicine RWA pre-approval form](#)

[Information Management Policy](#)

[Leave Administration Policy](#)

[Workplace Accommodation Policy](#)