

Policy Title: Working from Home

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input checked="" type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	August 24, 2023	Effective date:	August 24, 2023
Policy Sponsor:	Vice-President, Administration & Finance	Date last reviewed:	August 24, 2023
Date of Mandatory Review (expiry date):	August 2028	Date of last revision of Procedures:	August 24, 2023

1. POLICY

1. This policy outlines criteria under which CMCC will consider an employer need and/or employee request to work from home.
2. Working from home is not a universal privilege, and work from home permissions will consider impacts on CMCC operational needs when evaluating arrangements on a case by case basis.
3. An employee's ability to complete day-to-day functions, including communicating with colleagues, students, management, customers, patients etc. is not to be negatively affected by working from home.
4. An agreement for an employee to work from home does not alter or replace the terms of an existing employment contract, including hours of work and method/amount of payment.
5. Employees are to continue to comply with all CMCC rules, policies, practices, and instructions that would apply if the employee were working at CMCC facilities.
6. During Public Health emergencies, governments may mandate closures thus requiring employees to work from home. CMCC recognizes that in these situations, not all employees will be able to continue in their full capacity or complete all day-to-day tasks.

7. In the event that CMCC determines a position is no longer required to work on site, protocols will be developed to accommodate this change in employment conditions

2. PURPOSE

To outline the process and expectations for employees working from home.

3. SCOPE

All CMCC employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

- CMCC [Employee Requested Alternative Work Arrangement Guidelines](#)
- CMCC [Hybrid Work Arrangement Form](#)
- Ontario Employment Standards Act
- Ontario Health and Safety Act

5. RELATED POLICIES (not a comprehensive list)

- Access to CMCC
- Accessibility - Integrated Regulations: Customer Service
- Code of Conduct
- Information Technology – Acceptable Use and Electronic Monitoring
- Information Technology – Device Security
- Email - Employees
- Health and Safety
- Hours of Work
- Personal Use of CMCC Resources
- Sick Leave and Salary Continuance
- Vacation and Vacation Pay

6. DEFINITIONS

Ergonomic Assessment is an assessment that helps identify risks such as repetitive tasks that can cause strains, improper work area setup, and improper use of tools, which can result in the development of work-related musculoskeletal disorders.

Working from Home is when an employee on a given day or for a temporary period works from home instead of regularly reporting to a physical place of business.

Workplace is any land, premises, location or thing at, upon, in or near which a worker works. The workplace does not end when the worker leaves the physical space. The workplace extends to the online world.

-----**END OF POLICY**-----

New Policy Approved (date):	September 23, 2020
Policy Revision History (dates):	2023 August 24

7. PROCEDURES

The success of this policy will depend on the consideration and full cooperation of CMCC employees. All employees share in the responsibility for adhering to and enforcing this policy.

1. Employees who request to work from home are to receive pre-approval which will be reviewed regularly by the employee's supervisor.
 - a. CMCC has approved categories of Employee Requested Alternative Work Arrangements which are defined in the guidelines linked here
 - b. All requests to work from home are to be submitted in writing to the employee's supervisor and are to be either approved or denied at the discretion of the employees' manager.
 - c. If approved, paperwork of this arrangement (either by way of Form or via Employee Letter to file) will be developed prior to the commencement of any ongoing work from home arrangement.
 - d. All changes in employment conditions must follow normal documentation processes through formal requisition forms. All letters will be developed by Human Resources and signed documents will be submitted into the employee's file.
 - e. If at any time the arrangement no longer meets CMCC operational needs or productivity goals and objectives, CMCC reserves the right to revoke an approved work from home agreement.
 - f. Occasional need to work from home, that is not an ongoing change (Casual or Ad Hoc work from home) to an employee's schedule, is to be communicated in writing and approved by the supervisor, however, will not necessitate formal paperwork from Human Resources.
2. Government mandated closures will be upheld by CMCC with all employees required to work from home, except those determined to be necessary on site.

No advance approval or formal paperwork from Human Resources is required in these instance.

3. Employees working remotely are to stay updated on department and work events, keep supervisors informed on the progress of assignments and reach out for support when needed. If an employee's presence is required for a meeting at the worksite, reasonable notice is to be provided.
4. Employees working remotely either fully or partially must update their internal email signature indicating which days they are on site and which days they are working at home.
5. Approved work-related expenses accrued while working from home are to be reimbursed via submission of expense receipts. Expenses are to be reviewed, approved and processed as per normal procedures.
6. Work hours, compensation, and leave scheduling are to continue to conform to applicable policies and agreements. Requests to work overtime or use leave time are to be approved by the employee's supervisor in the usual manner.
7. Hourly employees are to continue to submit completed timesheets for hours worked. An employee found to have made false reports on their timesheets may be subject to discipline up to and including termination.
8. Any change to the work from home agreement will be implemented after reasonable notice has been provided to the employee. As working from home is not a universal privilege, an agreement to work from home can be withdrawn as required by CMCC.

Use of CMCC Property and Resources While Working at Home

1. Employees are responsible for providing their own adequate workspace and furnishings while working from home and to ensure that polices such as confidentiality and privacy are adhered to.
2. Employees using a personal home computer are required to have a remote virtual private network (VPN) access point installed so they can access CMCC files while working from home. Employees requiring technical support while they are working from home are to contact the IT Helpdesk for assistance.
3. If applicable and/or necessary, employees may use devices provided by CMCC when working from home to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality.
4. CMCC owned resources are only to be used for business purposes. Employees are to take reasonable steps to protect any CMCC property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of CMCC property.

5. Employees requiring certain equipment for home office use (e.g. chair, computer monitor, keyboard, or laptop) may request to have these loaned from CMCC
 - a. Employees interested in requesting items for home office use are to complete an Equipment Release Form and Equipment Release Waiver and obtain their Manager's approval.
 - b. The completed form is to be emailed to Physical Facilities at facilities@cmcc.ca for processing. Facilities will email the employee the date, time and details regarding curbside pick-up of the item(s) at CMCC. Identification will be required.
6. At the end of a work from home agreement, or government mandated closure, employees must promptly return all CMCC property used for working at home. In addition, an employee, current or former, may receive notice from CMCC to return this property at any time. Employees are to receive reasonable notice to make any arrangements necessary to return the CMCC property to the worksite. Failure to do so may result in discipline or legal action.

Health and Safety While Working from Home

1. CMCC is committed to assisting employees in making their remote worksite safe and ergonomic.
2. The Division of Clinical Education offers virtual ergonomic assessments to help identify different types of stress on the body that can cause pain and/or discomfort.
3. A scan of the work area will be required prior to any discussion about ways to improve the work area.

New Procedure Approved (date):	September 23, 2020
Procedure Revision History (dates):	August 24, 2023

8. ATTACHMENTS

Equipment Release Form & Equipment Release Waiver

[Hybrid Work Arrangement Form](#)

WORK REQUISITION – EQUIPMENT RELEASE FORM

***This form must be accompanied with the signed WAIVER (attached)**

For all work requests, complete the information below and submit this form to facilities@cmcc.ca

WORK DESCRIPTION (Please be specific and concise)

Date Submitted:	
Name of Employee:	
Phone Number (mobile):	
Department:	
Office/Room Number:	

Please check all that apply:

OFFICE/DESK EQUIPMENT	COMPUTER PERIPHERAL	COMPUTER
<input type="checkbox"/> Chair	<input type="checkbox"/> Monitor	<input type="checkbox"/> Loaner Laptop
<input type="checkbox"/> Back Rest	<input type="checkbox"/> Monitor Stand	<input type="checkbox"/> Loaner iPad
<input type="checkbox"/> Foot Rest	<input type="checkbox"/> Keyboard	
<input type="checkbox"/> Stool	<input type="checkbox"/> Mouse	
	<input type="checkbox"/> WebCam	
	<input type="checkbox"/> Headset	
<input type="checkbox"/> Other: (please specify)	<input type="checkbox"/> Other: (please specify)	<input type="checkbox"/> Other: (please specify)

I acknowledge that I have read and understand the Mobile Computing policy

Name of Person Picking Up ID will be required:	
Division Manager Name:	
Division Manager Signature:	

This section to be completed by Physical Facilities:

<i>Work assigned to:</i>	
<i>Time estimate:</i>	
<i>Materials necessary:</i>	
<i>P.O.# (if applicable):</i>	
<i>Completion date:</i>	
<i>Completed by (Signature):</i>	

EQUIPMENT RELEASE WAIVER

CMCC has been requested by employee/staff to allow individuals to attend at the CMCC campus at 6100 Leslie Street, Toronto, Ontario for the purposes of receiving for their own use equipment to be used for their CMCC job responsibilities.

CMCC is in agreement with respect to an employee attending at CMCC to obtain the following equipment under the following terms and conditions.

The equipment shall remain the sole property of CMCC and shall be returned within 2 business days of CMCC requiring the return of same, in writing. The returning of the equipment shall be arranged at a time required by CMCC, in its sole discretion, and at the sole cost of the employee.

While in possession of the equipment, the employee shall be solely responsible to ensure that the equipment is not damaged or lost. The employee shall be solely liable for any damage or loss incurred by CMCC with respect to the equipment while it is in the possession of the employee.

The undersigned employee releases and forever discharges, on their behalf and on behalf of their spouse, children and their successors, the Canadian Memorial Chiropractic College ("CMCC"), all of its officers, directors, staff, agents, and employees from any and all actions, causes of actions, including negligence, claims and demands for damages, loss or injury, resulting from or arising out of their travelling to or from CMCC and/or attending at CMCC for the purposes of receiving and/or returning the equipment. The employee also agrees to indemnify and save harmless CMCC and persons related thereto including those who have been referred to in this provision, from any and all actions, causes of actions, demands, expenses or losses whatsoever which it or they may bear as a result of the employees travelling to or from CMCC and/or attending at CMCC for the purposes of receiving and/or returning the equipment by reason of damage to any and all property and any and all personal injuries, including death of others or them. This indemnification means that should the employee take any action against any person, party or corporation and that person, party or corporation then takes action against CMCC, the employee will be required to pay the damages, costs or legal fees incurred by CMCC in defending the claim brought by the person, party or corporation.

THE EMPLOYEE ACKNOWLEDGES AND AGREES THAT ENTITLEMENT TO THE USE OF THE EQUIPMENT AND THE METHOD OF RECEIVING SAME (IE. PICK UP AT CMCC) SHALL NOT CONSTITUTE A USE OF AN AUTOMOBILE FOR EMPLOYMENT PURPOSES.

NAME

SIGNATURE

DATE

Hybrid Work Arrangement Form

Term Date: 2023-2024 Academic Year

Term End Date: August 2024

Employee Name: _____

Employee's Position: _____

Department/Division: _____

Approved By: _____

Manager Name and Signature

Alternative Work Arrangement Schedule*

The below alternative work schedule will become your work schedule for the duration of the alternative work arrangement term period, subject to CMCC's rights with respect to amending your work schedule, and normal processes in place for such matters as vacation, leave(s), personal days, etc.

Proposed Alternative Work Schedule:		
Day	Onsite or Remote	Hours of work
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Employee's campus workspace location*

*Subject to CMCC's right to reallocate space, including the right to assign an employee to either shared or private space at its discretion. A minimum of 3 days on site work is required for dedicated workspace.

Alternative Workspace Description

Please describe the proposed workspace, detailing how it is suitable for work duties (including any confidentiality and privacy requirements) and confirming it is safe and free from hazards. Outline key equipment required for performance of duties. (hardware, software, connectivity, laptop, webcam etc.)

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Employee Attestation

I understand that in addition to the information provided on this Hybrid Work Arrangement Form (“Form”), the terms and conditions of my employment, as well as my job duties, remain the same. All other terms and conditions of employment remain the same as set out in my Letter of Offer, job position, as well as all applicable CMCC and departmental/divisional policies, procedures, and practices.

Specifically, I have read, understand and agree to the CMCC [Employee Requested Alternative Work Arrangement Guidelines \(2023\)](#), [Work from Home Policy](#) and [Code of Conduct](#).

In submitting this Form, I am confirming that I have familiarized myself with and understand the work expectations under my specific alternative work arrangement as well as the specific details set out in this agreement.

Employee Name: _____

Signature: _____

Date: _____