Remote Work policy

Category: Human Resources

Approval: PVP

Responsibility: Vice President, Human Resources

Date: June 29, 2022

Purpose/Reason for Policy:

Recognizing Trent University's core mission and its strengths as an institution that prides itself on the in-person experience, it is established that the introduction of a Remote Work Policy can have positive economic, social and environmental impacts on our communities. This policy and related procedure will provide standard practices that govern the ability of Trent University employees to work remotely on a regular basis without compromising the services provided to the University community they support.

There may be times due to emergencies or Public Health Measures wherein the University elects to require employees to temporarily work from home even if eligibility requirements have not been met. These instances are outside the scope of this policy and procedure.

Scope of this Policy:

This policy applies to OPSEU, Admin Professional Exempt, Exempt, and Senior Management employees at Trent University, recognizing that not all roles may be fully, or in some part, conducive to remote work arrangements (e.g., in-person student support, lab-based responsibilities, caretaking or maintenance responsibilities, experiential learning, campus security, etc.).

Policy Statement:

The following principles will guide the implementation of a remote work agreement:

- A remote work agreement must not have a negative impact on the ability of the University to meet its obligations.
- The employee's position and the duties associated with it have been determined to be conducive to remote work.
- Determining employee eligibility for remote work remote work will be at the University's discretion and may be rescinded.
- Remote employee access to on campus equipment, resources, and services will be determined by the University.

Contact Officer: Director, Human Resources

Date for Next Review:

January 1, 2024

Related Policies, Procedures & Guidelines

a) Remote Work Procedure