ST. FRANCIS XAVIER
UNIVERSITY

Temporary Work from Home Arrangements – COVID-19

Introduction and General Principles
A temporary work from home arrangement is the ability to work off-site for a temporary time period while social distancing measures are in place due to the COVID -19 pandemic. The purpose of these guidelines is to provide the fundamental elements required for this kind of temporary work arrangement to be successful, and the processes to follow during this arrangement.

Due to the number of employees employed by the University, their various roles and work arrangements, it is impossible to develop a singular temporary work from home protocol. Therefore, the details of any such arrangement must be determined at the Dean/ Director level.

The Fundamental Elements of These Guidelines:
- These guidelines apply to all employees in temporary work from home arrangement.
- While some jobs and positions will be suitable for temporary work from home arrangement, not every job or position will be.
- It is the University's objective to have as many employees work from home as possible. As every department is unique, temporary work from home arrangements will be approved on a case-by-case basis, as outlined below.
- Except as expressly agreed between the Dean/Director and the employee, this arrangement does not change the terms and conditions of employment for the employee. For purposes of clarity, all existing terms and conditions of employment as set out in the appropriate Collective Agreements and Terms of Employment will continue to apply.

Approval of Temporary Work from Home Arrangements
Each Dean/Director will make every attempt to make arrangements for their employees to work from home on a case by case basis. If this is not feasible, the Dean/Director will provide the rationale to their appropriate Vice-President and Human Resources.

Due to the fast pace of evolving health regulations and the anticipated wide use of remote work, Deans/Directors are encouraged to discuss the agreement with their employees and confirm details in writing (email) outlining:
- Approval to work remotely, and expected duration of agreement.
- Hours of work agreed upon.
- Work responsibilities/areas of focus during remote work arrangement.

Communicating with Work From Home Employees
- It is important to set communication expectations (frequency, and method of communications).
- Employees should provide at least one (and preferably more than one) phone number where they can be reached during work hours.
- Let work from home employees know how often they are expected to check email and/or voicemail messages or whether they should be available via Microsoft Teams, etc.

Workspace, Equipment, and Protection of Proprietary and Other Information

Employees approved for temporary work from home arrangements are responsible for maintaining a suitable and secure off-site workspace.

Employees are expected to treat their off-site workspace as an extension of the University's workplace.

Employees will be responsible for the safe and secure handling of all proprietary and other information taken off-site or accessed from the off-site location. Electronic files should not be stored on home computers. Files required for work should be stored on your StFX Microsoft OneDrive account.

The use of StFX University supplied computers/laptops is required for temporary work from home arrangements where access to administrative systems (Banner, OneSolution) is needed.

For those who wish to use their personal computer for other tasks that have generally been available for off campus in the past including H: drive and department share access, Banner Self Service, MesAmis, Office 365, etc. the Dean/Director will provide a checklist from IT Services of the minimum-security requirements. That will include: anti-virus and anti-malware software installed, regular full-computer virus scans, cabled or hard-wired connection to a router or wireless that is password-protected, and restricted use by non-STFX individuals.

Other considerations include:
- Data should be stored in Microsoft OneDrive, your H: drive or department share.
- Refrain from using email to transfer data to yourself.
- A VPN will be required to access specific StFX resources. Information on installing and configuring a VPN, when required, is located on the IT Services site.
- Do not use USB storage devices, CDs and DVDs as they can be lost or copied.
- Ensure computers are password-protected so data can't be easily accessed if the computer is lost or stolen.
- University-owned computers may not be used for personal use or shared with any other person.

IT Services has created a page to help you navigate work from home tools, including instructions on accessing StFX voicemail from home, it can be accessed here: Continuity of Work

As we are currently operating under difficult circumstances, it is important to remember that our Employee and Family Assistance Program is available 24/7.

workhealth*life*

Telephone: 1-844-880-9137

Website: workhealthlife.com

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