Telework Procedures for Academic Staff

Policy Sponsor: Office of the Provost and Vice President, Academic

Name of Parent Policy: [Telework Policy for Academic Staff](#)

Policy Contact: Provost and Vice President, Academic

Procedure Contact: Provost and Vice President, Academic

Effective Date of Procedures: March 16, 2012

Review Date: These procedures will be reviewed annually.

Purpose

To outline the process for academic staff members to seek approval to perform their job duties by teleworking, and delineate the conditions attached to that arrangement at Athabasca University (AU).

Definitions

Academic Staff Member   An individual holding a regular academic appointment in accordance with Article 3 of the Board/AUFA Terms and Conditions of Agreement.

Telework   An alternative work arrangement, formally agreed to by an academic staff member and supervisor with the approval of the Provost and Vice-President, Academic, in which an academic staff member formally assigned to an AU facility performs assigned duties from a telework location in Alberta.

Teleworker   An academic staff member who has been approved to work from a telework location.

Assigned Worksite   The Athabasca University facility, formally designated in an academic staff member's Letter of Offer, to which the staff member is assigned.

Telework location	An office in a private dwelling of an academic staff member who has been approved for telework.
Dean	Chief academic officer of a Faculty (includes, for purposes of this policy, the Chairs, Centre for Distance Education, and Centre for World Indigenous Knowledge and Research).
Chair	Chief academic officer of a Centre or Department.
HR	The AU Human Resources Department.
HR Advisor	The Human Resources representative assigned to theTeleworker's academic unit.
Set-Up Payment	A one-time, $2000 lump-sum taxable allowance provided to new Teleworkers to assist with office set-up costs, and voice and data communications installation.
Monthly Payments	Pre-determined monthly allowances to offset ongoing costs associated with voice and data communications and a printer/scanner.
OH&S Office	The AU office responsible for Occupational Health &Safety.
Required Meetings	Meetings deemed to require the academic staff member's attendance as delineated in the Telework Policy for Academic Staff.
P&VPA	Provost and Vice-President, Academic

Procedures

Telework Application and Approval

1) New academic staff members are informed by their HR advisor of the opportunity to telework as part of the hiring process. Continuing academic staff members wishing to move to a telework arrangement are required to consult their Chair.

2) Academic staff members who wish to telework must complete a Telework Information Form, provided by HR, which consists of the following sections:

Section A: Application and Agreement to Telework Terms

Section B: Voice and Data Communication Form and Home Office Checklist.

    The academic staff member completes and signs sections A and B and forwards the Telework Information Form to the relevant Dean.

In supporting the Application, the Dean signs and forwards it to the P&VPA.

If the telework location is in Alberta and the P&VPA approves the Telework Application, the P&VPA signs and forwards the documentation to HR, copying the academic staff member and the relevant Dean.

If the telework location is outside Alberta and the P&VPA approves the Telework Application, the P&VPA forwards the documentation to the President whose decision is final. The President forwards the documentation to HR, copying the academic staff member, the P&VPA and the relevant Dean.

Upon receipt of an approved Telework Application, HR authorizes Payroll to pay the Set-Up Payment, and sends a copy of the Voice and Data Communication Form to the Computing Services Help Desk. Payroll commences Monthly Payments on the applicable month-end pay.

HR forwards the [Home Office Checklist](#) to the AU Occupational Health & Safety Office. The OH&S Office reviews the [Checklist,](#) and may suggest a course of action in response to any 'unsatisfactory' conditions cited by the academic staff member.

HR files the original Telework Application in the academic staff member's personnel file.

Teleworking Support

3) Teleworking support involves the provision and maintenance of computing equipment; allowances for voice and data communication and a printer/scanner; reimbursement of office supplies and sundries; and travel assistance for Required Meetings as per the AU Travel and Expense Claim Policy. AU designates rates for these expenses and will, at its discretion, review them. Specifically, AU will provide:

a) Office Set-Up

- A one-time $2000 Set-Up payment to assist with Home Office set-up costs including voice and data communication installation;
- An AU standard computer configuration; desktop or laptop computer and screen provided by Computing Services.

b) Service and Supplies Support

a pre-determined monthly allowance to offset the costs of a printer/scanner, and a pre-determined monthly allowance for voice and data communication (with the amount to be adjusted at a minimum on an annual basis). These allowances are paid monthly and are itemized on the academic staff member's month-end statement;

Human Resources will authorize Payroll to cease Monthly Payments during any leaves of absence without pay longer than 3 months (payments will cease in the 4th month);

coverage of voice and data communication, which is billed directly to AU;

AU maintenance on AU-provided computer equipment, to the same level and extent as if it was located at an AU location. It is the Teleworker's responsibility to contact the Computing Services Helpdesk when problems arise. If the problem cannot be remedied by telephone and/or email by Helpdesk staff, CS will advise as to the appropriate course of action;

AU will not provide computer equipment maintenance service at the Telework location.

AU may replace computer equipment if it deems a problem unfixable.

For problems pertaining to non-AU or peripheral devices, home network or internet service providers, the academic staff member should first contact the equipment manufacturer or service provider for support.

postage, photocopying and office supplies through submission of an expense claim with appropriate receipts to the academic unit to which the Teleworker is assigned, or by accessing AU worksite supplies and equipment. It is the Academic Staff Member's responsibility to adhere to any norms their academic unit has established;

drop-in space at AU worksites for occasional use by Teleworkers.

c) Travel Expenses

The University will reimburse the teleworker for travel on university business as set out in the Travel and Expense Claim policy.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

Expense Reimbursement Policy
Security of Digital Information and Assets Policy
Working Alone Safely Policy
Occupational Health and Safety Policy
Telework Policy for Academic Staff
Telework Information Form
AUFA Teleworker Home Office Checklist

History

The Board, March 16, 2012, Motion # 176-8 (associated policy approved)
Revised December, 2011; Pilot May 1, 2005-2009