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## Attendance in the Workplace for Regular Academic Staff Formally Assigned to Athabasca University's Principal Athabasca Campus Policy

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### Department Policy Number

090 003

### Effective Date

November 22, 2004

May 1, 2004 - This policy is a pilot and is subject to review on May 1, 2006

Revised January 2001

September 1, 1996

### Purpose

Academic work at Athabasca University is conducive to a "tele working" environment. Many academic staff perform most of their duties from their homes. They may stipulate their home office as his or her primary place of work thereby indicating that they do not require designated office space in Athabasca.

For this to function in a way that meets Athabasca University standards, systems and policies, academics are required to ensure availability by phone and e-mail. Service Standards are identified for serving students ("Expect the Best - Service Standards) and for serving colleagues ("Your Colleagues - Give and Expect the Best"). These can be found on the web and Intranet. Moreover, policies are available that clearly outline voice and e-mail expectations.

With respect to actual physical attendance in the work place, the culture is one of "physical presence as needed". Certain committees, task forces, etc., may require face-to-face attendance from time to time. Teleconference attendance is often available but physical presence may be required occasionally in keeping with the collegial practices at Athabasca University.

### Definitions

#### **Home Office**

The location outside Athabasca University sites that the academic names as her or his primary place of work.

#### **Regular Academic**

Regular academic appointments may be probationary or continuing for an indefinite term and shall either be full-time or part-time in nature. The



person would perform the duties in the generic academic position description.

**Workplace** Athabasca University - main campus, Athabasca, Alberta

### **Policy**

Physical attendance in the workplace by academic staff may be required for face-to-face meetings that cannot otherwise be accommodated by teleconference or other available communication technologies. Supervisors shall make every effort to ensure that alternative communication technologies are available for non-physical attendance.

Occasionally it may be decided through a collegial process to have a centre or committee meeting requiring all colleagues to be in attendance. Academic staff members are encouraged to visit the Athabasca campus or the learning centres in order to interact with their colleagues. Supervisors may require new and probationary employees to attend in person meetings more frequently. When discussing an employee's performance, a supervisor may require in person meetings. A staff member is expected to be available to sign documents. Staff members serving on sensitive committees such as probationary reviews, appeals, etc., may be expected to attend some meetings in person at the discretion of the Director of Human Resources and in keeping with the collegial practices at Athabasca University.

Availability by phone and e-mail is required in accordance with regular business hours.

### **Reporting Responsibility**

- Staff who field enquiries from students, prospective students, the general public, or other staff members need to know how to contact Academic Staff such that service standards can be maintained. The Academic Support Unit and the Information Centre play a key role in this regard and consequently must have accurate information readily available.
- Academic Staff are responsible for ensuring that the Academic Support Unit or the applicable graduate program unit is notified by 8:30 a.m. of any changes to normal routines, approved PD, ARL, vacation or sick leave.
- The Academic Support Unit is in turn responsible for ensuring that the Information Centre has this information by 8:45 a.m.

### **Policy Interpretation**

What are my availability obligations when not on approved leave?

You are obliged to check voice and e-mail regularly and to return calls as soon as possible, but always within the timelines stated in the Expect the Best brochure unless the greeting indicates a longer absence.

1. What are my reporting obligations when on approved leave?



You are expected to alert callers of your absence and to identify alternative contacts by recording an appropriate message on voice and e-mail.

2. Do I need to have a dedicated phone line for AU business?

Yes. This is required and will be provided at University expense.

**Regulation**

N/A

**Procedure**

N/A

**Approved by**

President, November 22, 2004

President, May 10, 2004

Executive Group, April 6, 2001

**Amended Date/Motion No.**

**Related References, Policies, and Procedures**

[E-mail Policy](#)

[Voice Mail Policy](#)

[Information Technology Electronic Data Security Policy](#)

Expect the Best - Service Standards

Your Colleagues - Give and Expect the Best - Internal Service Standards

**Applicable Legislation/Regulation**

[AUFA/The Governors of Athabasca University \(the Board\) Terms and Conditions Agreement](#)

**Responsible Position/Department**

This policy is maintained and administered by Human Resources. For future information please contact the Director, Human Resources. Contact information is available on the Human Resources web site.

**Keywords**