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## Telework Policy for Academic Staff

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<b>Policy Sponsor:</b>	Office of the Vice-President, Academic
<b>Policy Contact:</b>	Vice-President, Academic
<b>Policy Number:</b>	150 013
<b>Effective Date:</b>	March 16, 2012
<b>Approval Group:</b>	The Board of Governors of Athabasca University
<b>Approval Date:</b>	March 16, 2012, Motion #176-8
<b>Review Date:</b>	Annually
<b>Procedure:</b>	<a href="#">Telework Procedures for Academic Staff</a>

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### Purpose

Athabasca University (AU) operates in a distributed work environment and recognizes the mutual benefits to academic staff and the university in teleworking, that is, performance of assigned duties at a telework location as the alternate location to the faculty member's assigned worksite. This policy specifies the conditions under which teleworking may be approved and the responsibilities of AU and its academic staff in implementing a telework environment.

### Definitions

<b>Academic Staff Member</b>	An individual holding a regular academic appointment in accordance with Article 3 of the Board/AUFA Terms and Conditions of Agreement.
<b>Telework</b>	An alternative work arrangement, formally agreed to by an academic staff member and supervisor with the approval of the Vice-President, Academic, in which an academic staff member formally assigned to an AU facility performs assigned duties from a telework location in Alberta.



<b>Teleworker</b>	An academic staff member who has been approved to work from a telework location.
<b>Assigned Worksite</b>	The Athabasca University facility, formally designated in an academic staff member's Letter of Offer, to which the staff member is assigned.
<b>Telework location</b>	An office in a private dwelling of an academic staff member who has been approved for telework.
<b>Dean</b>	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).

### **Policy Statements**

Academic staff members, as defined above, are eligible to telework. Term academics formally assigned to Athabasca campus may fall under this policy. If this is the case, it will be designated in their letter of offer.

For locations in Alberta, approval to telework requires formal support from the relevant Dean and approval from the Vice-President, Academic.

For locations outside Alberta, approval to telework requires the formal support of the relevant Dean, and the Vice-President, Academic, and the approval of the President.

It is expected that academic staff members, when teleworking, will fulfill their academic job description and annual approved workplan and will adhere to AU policies.

Teleworkers must meet AU's attendance requirements including notifying their supervisor and Human Resources concerning changes to their street address and telephone number.

The culture is one of "physical presence as needed." However, certain committees, task forces, events, etc., may require face-to-face attendance as specified by the relevant Committee Chair, Dean or Executive Officer. In these cases, physical presence is required.

Academic staff members approved to telework are responsible for ensuring their home offices comply with the relevant provincial/territorial standards for health and safety, and will be required to complete and sign a [home office checklist](#) to confirm establishment of the appropriate office conditions.

Teleworkers must meet AU's service standards for students and colleagues, including posting appropriate voice and data communications messages when there are significant changes to their established schedule.

Teleworkers must meet AU's technology requirements and adhere to relevant AU IT policies and practices, in particular those concerning data integrity and privacy, the security of electronic and paper files, the storage of information and the use of telecommunications devices.



Teleworkers are required by legislation to adhere to the relevant provincial Occupational Health & Safety Act, Regulation and Codes, and Workers' Compensation Act.

Teleworkers are responsible for obtaining and maintaining insurance related to the telework location, at their own expense. AU does not provide teleworkers with any insurance coverage beyond that specified in the Board/AUFA Terms and Conditions of Agreement.

Teleworkers are not permitted to hold meetings in the telework location with AU students, AU staff or non-employees for AU business purposes.

AU will provide a \$2000 one-time taxable payment to assist with office set-up and one-time voice and data communications installation costs, and a monthly allowance.

### *Termination of Telework Status*

The academic staff member or AU may terminate the telework arrangement with six months' written notice. AU may terminate the telework arrangement if the academic staff member fails to apply this policy, or if there are communications or service issues. Termination of the telework arrangement may be discussed as one corrective action in Discipline Article 7.3 of the Board/AUFA Terms and Conditions of Agreement.

The telework arrangement is automatically rescinded when an academic staff member moves to a position outside the policy.

### **Applicable Legislation and Regulations**

Provincial Workers' Compensation and Occupational Health & Safety Instruments are included as Appendix 1.

### **Related References, Policies, Procedures and Forms**

[Telework Procedures for Academic Staff](#)  
[Information Technology Electronic Data Security Policy](#)  
[Voice Mail Policy](#)  
[E-Mail Policy](#)  
[Working Alone Safely Policy](#)  
[Occupational Health and Safety Policy](#)  
[Travel and Expense Claim Policy](#)  
[AUFA Teleworker Home Office Checklist](#)

### **History**

The Board, March 16, 2012, Motion # 176-8 (Revised, Old title – Teleworking for Regular Academics Policy)  
Revised November 22, 2004; Pilot May 1, 2005-2006.