
Telework Procedures for Academic Staff

Policy Sponsor:	Office of the Vice President, Academic
Name of Parent Policy:	Telework Policy for Academic Staff
Policy Contact:	Vice President, Academic
Procedure Contact:	Vice President, Academic
Effective Date of Procedures:	February 23, 2015
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 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 procedure, 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 the Teleworker'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.
VPA	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 VPA.



- If the telework location is in Alberta and the VPA approves the Telework Application, the 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 VPA approves the Telework Application, the VPA forwards the documentation to the President whose decision is final. The President forwards the documentation to HR, copying the academic staff member, the 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 Information Technology Services Help Desk.
- 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 Information Technology 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 (see [Appendix A](#)). These allowances are paid;
 - Human Resources will authorize the cessation of 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 Information



Technology 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 General Travel and Expense Claim policy.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

- [Telework Policy 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

Executive Group, February 23, 2015
The Board, March 16, 2012, Motion # 176-8 (associated policy approved)
Revised December, 2011; Pilot May 1, 2005-2009



Appendix A

Allowances – telephone rental, internet and other (paid automatically to academic teleworkers only)

This section provides a summary of eligible allowances that are paid to teleworkers, where applicable, for telephone rental, high speed internet and printer/scanner. Allowances will be paid automatically and receipts are not required.

A teleworker is an academic staff member who has been approved to work from a telework location.

Allowances:

- Personal phone line - where a teleworker does not have a separate phone line, and uses a personal phone line for AU specific work, an allowance of \$17.00 will be paid monthly.
- Separate phone line - where the teleworker uses a separate phone for AU specific work, an allowance of \$35.00 will be paid monthly. Any additional services obtained must be paid for personally.
- High speed internet services - where the teleworker uses high-speed Internet for AU specific work (through ADSL or cable service), an allowance of \$52.00 will be paid monthly to cover the costs of basic high-speed Internet services. No installation charges will be reimbursed or allowed for.
- Optional second phone line - where high-speed Internet services are not available or if, instead, the teleworker uses a second phone line to connect to the University's computer system, an allowance of \$35.00 will be paid monthly. Any additional services obtained must be paid for personally.

Monthly Expense Allowances (effective March, 2015)	
Personal phone line	\$17.00
Separate tutor phone line	\$35.00
High speed Internet services	\$52.00
Optional second phone line for dial up internet service (in lieu of high-speed Internet service or for computer hook-up with no high-speed Internet)	\$35.00
Printer/Scanner	\$9.00