

Letter of Agreement

between

CUPE 951

and

UVic

Re: Working Remotely

The union and the university acknowledge that it will take a collective response to protect the health and well being of the university community during the evolving and extraordinary situation created by COVID-19.


The parties also recognize that the Provincial Health Officer (PHO) has asked universities to introduce robust social distancing strategies as part of a broader effort to remain open and that the UVic Emergency Operations Centre has recommended that UVic adopt a principled approach to introducing remote working for the summer session, subject to any new guidance received from the PHO. Given the above, a manager may institute a remote work plan consistent with the following:

1. Employees will be issued UVic-supplied computers that are managed by appropriate UVic personnel (e.g. University Systems Desktop Support Services - DSS) and only for the purpose of carrying out UVic work consistent with UVic Policy IM7200. This equipment must be returned when advised by the supervisor. The employee may be periodically required to bring equipment to the UVic main campus in order to perform necessary maintenance upon request by the UVic personnel responsible for maintaining your technology (DSS).
2. Employees may use personal computers if UVic-supplied equipment is not available or if the employee and supervisor agree. Such use of personal equipment will be at no extra cost to the employee and reasonable costs for maintenance, accessories, or associated supplies may be reimbursed with prior approval of the supervisor. Any programs, apps, and security features required will be supplied by the University along with tech support to install, configure, and maintain them.
3. Employees will follow the guidance provided by University Systems: *Working from Home: Technology Considerations*, and must comply with UVic's Information Security Policy (IM7800) and Information Security Standards.
4. Employees will make themselves aware of and implement the precautions outlined in the "Privacy Principles", "Information Security", "Records Management", and "Privacy and Security Incidents" guides. The employee will promptly report to their manager any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with your employment.

5. Employees who work remotely in their home will normally work their regularly scheduled hours during a remote work assignment; overtime will not be worked except with Director level approval. Any modified work week schedules will be placed in abeyance for the duration of the remote work.
6. It is intended that employees will not incur additional personal costs associated with the remote work.
7. If there is more than one employee performing the same duties in the same department and some, but not all, of the work is required by the supervisor to be performed remotely then the supervisor will offer the opportunity for remote work in equitable fashion on a rotational basis.
8. The employee will take all reasonable efforts to maintain a designated and dedicated workspace that meets occupational safety standards for the home office and office ergonomics and agrees to abide by and implement the workstation resources outlined in the Ergonomics Program, including reviewing the Guide, using the Checklist and attending an online or classroom-based Office Ergonomics course. These Resources are available at: <https://www.uvic.ca/hr/health-wellness/ergonomics/index.php>.
9. This agreement is without precedent to any future matters and without prejudice to either party.


Signed this 27TH day of April, 2020.

For UVic



Steve Gorham
Director, Labour Relations

For CUPE, Local 951



Kirk Mercer
President

Ted Godwin
Chief Steward