



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

Fall 2021 Return to Work

FAQs

1. I have been working remotely since the beginning of the pandemic. Am I required to return to work on campus this Fall?

Victoria University is moving toward normal operations which include all employees being able to work on campus. Managers, in conjunction with the Victoria University Reopening Committee, will provide return-to-campus plans that maintain in-person services and supports for students, staff, faculty, and other members of the University community. These plans will comply with government and University regulations and policies, and will include, where possible, a gradual return to campus.

Managers will be communicating with their employees about their specific unit or department plans for this Fall.

2. What kinds of work arrangements will be permitted in the Fall?

Employee work hours and locations will be determined on the basis of University needs. Units and departments will, where possible, take into account the specific circumstances of staff members, including some hybrid-remote work arrangements and some adjusted hours.

3. My work can be done sufficiently on a fully remote basis. Why am I expected to return to campus in the Fall?

During the pandemic, the University re-routed a lot of its services online as most students accessed the university remotely. As all students return to campus, in accordance with government regulations and restrictions, the University is gradually returning back to in-person services.

4. I do not feel safe working on campus due to the pandemic. Can I decline and continue to work remotely?

No. In preparing for the safe return of students, staff, faculty and librarians this fall, Victoria University is taking a wide range of precautions to curtail the risk of COVID-19 transmission. These include following up-to-date health and safety requirements as they relate to COVID-19 such as physical distancing, wearing of masks, screening protocols, reporting systems, cleaning provisions, etc. Information on these requirements will be posted at regular intervals and updated accordingly, both online and on campus.

5. What is Victoria University doing to ensure the proper ventilation inside campus buildings?

Victoria University's Physical Plant team continues to regularly maintain HVAC systems on campus. This includes reviewing ventilation measures as recommended by public health and HVAC industry guidelines. The team has replaced HVAC system filters with enhanced MERV13 filters or the highest compatible with the existing HVAC infrastructure. In addition,

air flushing will be performed two hours before occupancy every morning in each building to replace indoor air with fresh outdoor air.

6. Will hybrid-remote work arrangements continue beyond the Fall?

Decisions about hybrid-remote work arrangements beyond the Fall time period are still under consideration.

7. If I will be on a hybrid-remote work arrangement, can I receive mileage reimbursement when I travel to campus?

No. Employees who are continuing to work remotely on a hybrid basis will maintain their campus-based status. Mileage, parking, and transit reimbursements will not be made when an employee is working remotely on a hybrid basis and travelling to campus for work purposes.

8. What if I have to attend to a personal or caregiving obligation while working remotely?

Employees working remotely are expected to perform work duties in a professional manner during agreed upon working hours. Employees working remotely must arrange hours of work with the approval of their manager such that caregiving obligations (if any) do not interfere with the performance of job duties.

Should childcare, eldercare, care for sick relatives, or other personal obligations arise while working remotely, employees should follow the normal process they would follow if such obligations arose while the employee was working on University premises.

9. I do not have a desk, high speed internet, or a personal keyboard at home, will I be getting any office equipment for the remote work arrangement?

The University typically does not subsidize the cost of the employee's alternative workspace, e.g., computer hardware, desk space, or internet service at home. Any exceptional circumstances and requests will be managed at a departmental level.

10. If I am absent due to a COVID-19 related illness, can I work remotely while I am quarantining or have symptoms but can still work?

If you have completed the Victoria University COVID-19 Screening Tool and have answered 'yes' to any question, you should not come to campus. You may work remotely if you are well enough to work and your manager determines that you have the ability to do so for the duration of your COVID-19 related absence.

11. I have a medical accommodation that requires me to work off campus, or during different hours of the day. How do I request an accommodation?

Accommodation requests usually begin when an employee notifies the University, generally their manager and HR, that due to illness or disability, they cannot perform the essential duties of their job. The request for accommodation must be supported by medical documentation. An accommodation will not be put in place until the University has received sufficient medical information confirming that the employee has a disability, including information regarding the restrictions and limitations that need to be accommodated.