Ad Hoc Remote Work Arrangement (RWA) Guideline

Faculty of Medicine, Memorial University

The Faculty of Medicine has developed guidelines for ad hoc remote work arrangements, in consultation with leadership and a committee developed within the Faculty, and in accordance with the parameters set out by Memorial University’s [Guidelines for Remote Work Arrangements](https://www.mun.ca/hr/myhr/my-employment/remote-work-arrangements-rwas/).

These guidelines apply to all individuals identified as non-academic employees, including CUPE, Non-Bargaining, and Management and Professional employees.

These guidelines apply to situations where a Faculty of Medicine employee works remotely on a rare and occasional basis (less than one request per month, on average) for a specific incidental reason that has been requested.

These requests are approved and documented in writing, in the form of an initial application which will be reviewed by the Unit/Department manager, and then operationalized by email communication between the supervisor and the employee. This email request/approval is required for each occurrence of remote work under the ad hoc RWA. Where possible, 24 hours of notice (business day), provided to one’s supervisor, and is necessary to allow for the consideration of ad hoc remote work. Once the request has been reviewed, it will be sent to the Chief Operating Officer by email to medCOOadmin@mun.ca

These guidelines are not intended to be a substitute for a formal [Remote Work Arrangement](https://www.mun.ca/hr/media/production/memorial/administrative/human-resources/media-library/images/content/Guidelines%20For%20Remote%20Work%20Arrangements.pdf).

# Frequently Asked Questions

## What do I have to do to request an ad hoc RWA?

Employees must complete a few mandatory requirements before they are eligible to request an ad hoc RWA from their supervisor. The steps are:

1. Receive an approved [virtual private network](https://webapps1.mun.ca/generic-workflow/vpn-form) (VPN) application form from Memorial University. (<https://webapps1.mun.ca/generic-workflow/vpn-form>)
2. Ensure you have access to a Memorial University VPN Laptop, and a cellphone for use with the VPN.
   1. Employees may use a Memorial University VPN laptop already issued to them
   2. Floater laptops assigned to the departments may be shared
   3. HSIMS will have 10 laptops for employees to sign out (first-come-first-served)
   4. Applications for Ad Hoc Work to be sent to: [medCOOadmin@mun.ca](mailto:medCOOadmin@mun.ca)
3. Discuss your eligibility to work from home with your supervisor
4. Complete a Faculty of Medicine ad hoc Application
5. Submit Application for review and approval to the Unit/Department’s Manager

## I am a Unit/Department Manager, what is my role in the ad hoc RWA?

Unit/Department Managers will be responsible for reviewing and approving ad hoc requests:

* At the initial application
* For each occurrence,
* Based on the nature of the request and operational requirements, including the service delivery.

After reviewing applications and each occurrence request, whether approved or denied, must be tracked by the unit/department Manager, as well as sent to the Office of the Chief Operating Officer, Faculty of Medicine at MedCOOadmin@mun.ca.

## I’ve been approved for ad hoc RWA, how do I request an ad hoc occurrence?

Employees must formally request an ad hoc occurrence in an email format to their unit/department manager, including the nature of the occurrence and number of hours away from campus. These requests must be sent, where possible, with 24-hour (business day) notice.

If approved by the manager, employees must arrange for their required equipment:

* Memorial University VPN Laptop must be used for all ad hoc occurrences
  + Employees may use a Memorial University VPN laptop already issued to them
  + Floater laptops assigned to the departments may be shared
  + HSIMS will have 10 laptops for employees to sign out (first-come-first-served)
* Personal, or Memorial University issued cellphone

## Which situations potentially qualify for an ad hoc RWA?

Situations that may qualify for an ad hoc remote work arrangement are those that allow for at least 24 hours’ (business day) notice of the request to one’s supervisor, that are not recurring or frequent, and that allow you to complete your normal work functions within your regular working hours.

Here are a few examples of situations that may qualify for an ad hoc RWA:

* You are expecting a delivery to your home during working hours, and need to be present but are able to work as you would during a normal working day.
* You have scheduled a maintenance appointment in your home, and need to be present but are able to work as you would during a normal work day.

If you aren’t sure if a particular situation qualifies for an ad hoc RWA, reach out to your supervisor or HR for guidance.

## Which situations do not qualify for an ad hoc RWA?

There are some situations where you may need to stay in your home during your usual working hours, but are not able to work as you would during a normal working day. In these situations, you do not qualify for an ad hoc RWA.

Here are a few examples of situations that do not qualify for an ad hoc RWA:

* Your child is home sick from school or childcare, and requires your care during your normal working day. In this case, you can avail of hours available for family leave or annual leave.
* You are home sick, and feel like you could get some work done during your normal working day. In this case, you can avail of hours available for sick leave.
* You are unavailable during your regular working hours, but could work outside of those hours. In this case, you can avail of hours available for family leave or annual leave.

If you aren’t sure if a particular situation qualifies for an ad hoc RWA, reach out to your supervisor or HR for guidance.

## Previously, I have worked from home using remote access to connect with my on-campus computer. Is that no longer an option?

A requirement of the ad hoc arrangement, employees must request and use a VPN on a Memorial University issued laptop.

## Previously, I have worked from home using a university-encrypted laptop when I had an unexpected situation occur. This was considered an “understanding”. Is this no longer an option?

Working from home, once ad hoc guidelines have been implemented, will need to be operationalized as per the process outlined above, including 24 hour (business day) notice and approval from the unit/department manager.

These casual arrangements will cease to be accepted.

## Can I request an ad hoc occurrence for any COVID-19 related situations?

If you have been in contact with, have associated symptoms of, or tested positive for COVID-19, you must follow the current public health guidelines.

If you wish to use an ad hoc occurrence, as per the process outlined above, 24hour (business day) notice must be provided and permission granted to work ad hoc.

In addition, employees have sick days available. If you are ill during regular working hours, use your available sick time.

## I do not have a VPN. Can I request an ad hoc RWA?

For security reasons, a VPN is required to be approved for an ad hoc RWA. For this reason, we recommend [applying for a VPN](https://webapps1.mun.ca/generic-workflow/vpn-form) in advance if you may ever have cause to make a request.

## I do not have a Memorial laptop and/or phone. Can I request an ad hoc RWA?

The Faculty of Medicine plans to acquire ten laptops and six phones that will be available to staff who apply and receive approval for an ad hoc RWA. You can request one of these devices when you apply for the RWA occurrence. They will be available on a first-come, first-served basis.

It is required for employee to use a Memorial University issued laptop on VPN to avail of an ad hoc RWA. It is also required of VPN two-step verification to have an associated cell-phone, employees can use their personal or borrow a Memorial University issued cellphone.

## I do not have a dedicated work area in my home, or a work area that is ergonomically appropriate. Can I request an ad hoc RWA?

To qualify for an ad hoc RWA, you need access to an appropriate space to work during your regular working hours. This includes an area that can be set up as a dedicated work area at your home address, with an appropriate internet connection and allowing for uninterrupted work.

## Can I print off work materials to bring home, while working from home with an ad hoc RWA?

To ensure the security and confidentiality of the university’s records, information and system, and to comply with the university’s policies regarding data security, no physical papers of a confidential nature should be removed from Memorial premises.