

**From:** [Renee Radigan](#)  
**To:** [Renee Radigan](#)  
**Subject:** Interim Work from Home (WFH) Guidelines  
**Date:** December 9, 2020 1:09:27 PM  
**Attachments:** [image001.png](#)

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Good Afternoon,

[WFH guidelines](#) have been revised to better reflect working arrangements during the pandemic period, provide clarity regarding our current situation and, ensure that institutionally we continue to adhere to Public Health and Government requirements. These guidelines are not intended to convey a shift in the university's direction with respect to employees working remotely. A University decision regarding ongoing post pandemic work arrangements has not been reached to date.

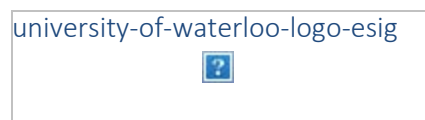
Included in the guidelines is an Employee WFH Arrangement Form. Employees currently working from home do not need to complete the form. **Should employees working on campus request to change their work arrangements, the form will be required** as per the guidelines.

Until recently, access to university resources for employees working remotely has been coordinated at the department / unit level. It is important that the University take a consistent and equitable approach to ensure decisions are made in conjunction with finance and university leadership. To this end, these guidelines complement [Expenses Supporting Remote Work](#) information shared by Finance and the Health and Safety Office [Tips for staying healthy while working at home](#).

As staff can expect to transition back to campus, working outside of Canada is not permissible as this has payroll, tax, benefit and immigration implications.

Thank you,

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