

# REMOTE WORK POLICY

## Intent

The Alma Mater Society understands that some employees may benefit from the option to work remotely. Unless mandated by legislation or regulations, remote work is not a universal privilege and will be arranged on a temporary, case-by-case basis. The policy outlines the approval process, specifications, and expectations for employees working remotely.

## Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

## Policy

### 1. Guidelines

1. This policy does not alter or replace the terms of an existing employment contract.
2. Employees must comply with all company rules, policies, practices, and instructions that would apply if the employee were working at a regular company worksite.
3. Remote work is completely voluntary; the AMS will not require an employee to work from home except under legislated circumstances.
4. Work hours, compensation, and leave scheduling continue to conform to applicable policies and agreements.
5. Requests to work overtime or use leave time must be approved by the employee's supervisor in the same manner.
6. If an employee intends to work outside of Kingston or Ontario while working remotely, the AMS must be informed in advance and be updated should that change.

### 2. Approval Process

1. Permission to work remotely must be pre-approved in writing and will be reviewed regularly by direct reports with advanced authorization from the executive.
2. Employees may submit single-use remote work requests as a flexible option, or they may enter into an agreement with the AMS for an ongoing remote work arrangement. These requests should be submitted in writing to the employee's supervisor in advance

and will be either approved or denied and regularly reviewed at the sole discretion of the AMS Executive.

3. If at any time the arrangement no longer meets business or productivity goals, the AMS reserves the right to revoke the agreement.

### **3. Payroll**

1. Employees working remotely must report their hours accurately for all time spent working offsite through Dayforce.
2. No changes will be made to the method of payment or the amount.
3. If an employee is found to have falsely reported their hours, they may be subject to discipline up to and including termination.

### **4. Performance Management**

1. Working remotely should not affect an employee's ability to complete day-to-day functions, including communicating with colleagues, management, customers, and so on.
2. The primary modes of communication for the AMS are email and Microsoft Teams. It is the employee's responsibility to be properly logged in to their email and Microsoft Teams accounts and be responding to emails and Microsoft Teams messages within their working hours and within a reasonable timeframe.
3. Employees must stay updated on department and work events and news.
4. Employees must keep supervisors informed of the progress of work assignments, likelihood to make deadlines, and reach out for support if needed.
5. If an employee's presence is required for a meeting at the worksite, reasonable notice will be provided and the AMS expects that employees attend.
6. If an employee accepts an invitation to a virtual meeting, it is expected that they arrive to that virtual meeting prepared and on time. Failure to show up to the virtual meeting on time may result in disciplinary action and consequences will be reflected through the time and attendance policy.

### **5. Health and Safety**

1. All employees working remotely must have completed their mandatory occupational health and safety training at the beginning of their contract.
2. The employee remains liable for injuries to third parties that occur on the employee's premises.

## 6. Using AMS Equipment for Remote Work

1. Please see the [IT Equipment Use Policy](#) if you will be leveraging AMS devices to work off-site.

## Monitoring

Monitoring for compliance with this policy will be carried out by the Human Resources Officer.

<b>Responsibility and/or contact person</b>	Human Resource Officer
<b>Approved by</b>	Board of Directors
<b>Date initially approved</b>	October 27, 2022
<b>Date last revised</b>	August 27, 2025
<b>Date of next review</b>	Every two years, or when significant change dictates a need for revision.
<b>Related policies, procedures, and guidelines</b>	IT Equipment Use Policy
<b>Policies superseded by this policy</b>	N/A