



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

FAQs

Q: Why is Vic U taking a formal approach to AWA?

As an in-person university, it is vitally important that we effectively support the increased in-person activity on our campus. The formal process allows for thoughtful reflection on planning and evaluating impact of an AWA on our students, colleagues and operations.

Q: I already work from home once a week. Can I just maintain that arrangement?

No. You must go through the formal application process which includes a discussion with your manager, a request form, and a safety checklist.

Q: If I don't have a student-facing role, why do I need to be on campus?

Every single role at Vic U has an impact on student success in some way. A consistent presence on campus fosters a community where we can learn from each other, exchange ideas and perspectives and innovate to best serve students.

Q: If my AWA is working well, can I assume that it will be extended permanently?

All AWAs are temporary and requires re-evaluation each academic term. It's important to take a step back and reflect on the impact the AWA is having on you, the team, the teams with which you work, and operations.

Q: Can I be asked to come to campus on a day that would normally be a remote workday?

Yes. It's important for everyone to be flexible and there may be circumstances such as events or last-minute staffing issues on a team that may require you to alter your schedule to address operational needs. Your presence on campus is at the sole discretion of your manager.

Q: Can AWAs be changed during the academic term?

Yes. AWAs are at the sole discretion of the manager, and if the guidelines and requirements of the guideline are not met, the AWA may be withdrawn at any time. You can also discuss changes you would like with your manager.



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Q: I have extenuating personal circumstances that requires me to have more flexible work. Can my AWA reflect that?

No. AWAs are not meant to address accommodation requirements or adhoc flexible work requests. You will need to speak with your manager to discuss any accommodation needs and go through a different formal process.

Q: If I have an AWA, will I still have my permanent office space?

Your current office space is not guaranteed. Your manager will decide the most effective way to manage office space, and if AWAs in the department will have an impact.

Q: If I have an AWA, will I also have a desktop computer in addition to the laptop?

A desktop computer is not guaranteed. You may be required to bring your Vic U laptop to the office.

Q: Is everyone at Vic U eligible for an AWA? Will everyone be offered this perk?

AWAs are not a perk - they are just another way of working for some eligible employees. Not every role can be carried out remotely. AWAs will be considered for eligible employees who are in positions that meet the guideline criteria.

Q: Can my AWA be accepted in one academic term and declined/adjusted in another?

Yes. Every department has shifting operational needs throughout the year and AWAs are at the sole discretion of managers to maintain operations and service.

Q: What if I decide in the middle of the academic term to apply for an AWA?

A: We are asking everyone to comply with the September 16th deadline so that we can effectively plan for a very busy fall academic term. The decision on whether an off-cycle request can be accommodated will be left to your manager.