

## **HOLDING CLASSES OFF CAMPUS IN THE EVENT OF A WORK STOPPAGE**

To be completed and signed before the first class is held off-campus

In the event of a strike, Faculty members should refer to the provisions of *Rights and Responsibilities of Faculty during Work Stoppages by Other Groups* at McMaster University <https://secretariat.mcmaster.ca/app/uploads/2019/06/Rights-and-Responsibilities-during-Work-Stoppages.pdf>

Excerpt from the policy:

A faculty member has a right not to cross a picket line of striking or locked out employees. In instances where the faculty member elects to exercise this right, and has normal scheduled duties, including the teaching of courses, that would be affected by declining to cross a picket line, either:

- a) the faculty member has made other arrangements for carrying out the scheduled duties, and these arrangements have been approved by the appropriate Chair/Director; or
- b) the faculty member has a responsibility to advise the appropriate Chair/Director as early as reasonably possible that he/she will not be available for the scheduled duties, it being understood that, for each day on which this occurs, the member will be deemed to have sought and been granted a one-day leave without pay, but with fringe benefits.

If classes are to be held off-campus:

1. The McMaster University insurance provider (CURIE) requires that all properties being used to hold off campus classes be arranged/rented/leased in the name of McMaster University and not in an individual's or department's name. There must be a formal signed agreement in place. Properties will have a standard rental/lease contract which must be signed by the Dean of the Faculty or a member of PVP. Please refer to the *Inspection Form for Off Campus Rental/Lease of Space* (attached).
2. Any expenses incurred with holding a class off-campus will be covered by the individual instructor. McMaster operating funds may not be used for this purpose.
3. The instructor is responsible for notifying all students in the class about the change of location. As many possible types of notices should be used. For example, a note on the door of the original classroom, information on the faculty and departmental web pages, email notification and notification through the learning management system.

4. The Chair/Director is responsible for notifying the Associate Dean's office and the Registrar's office about the change of location. The Registrar is not responsible for notifying students.
5. The instructor and Chair/Director are responsible for inspecting and ensuring that the alternate location is reasonable, appropriate, safe, accessible, and will not cause undue hardship for any student to attend the class.
6. The location of the off campus classroom must be easily accessible for McMaster students, including being accessible for students with disabilities.
7. The attached checklist, *Inspection Form for Off Campus Rental/Lease of Space* must be completed by the instructor and Chair/Director and attached to this form.
8. It is understood that the course requirements cannot be changed without the agreement of the undergraduate students in the course.
9. Instructors should take into consideration students who cannot attend off site locations because of class scheduling time problems or other issues. Students will not be academically punished or disadvantaged by an instructor's decision to hold classes at an alternate location.

Acknowledgement and Acceptance:

I have read, understand and accept the above terms regarding offering courses off campus during a work stoppage.

Course Name and Number: \_\_\_\_\_

Off campus location of Class: \_\_\_\_\_

Signature: \_\_\_\_\_

Instructor (Faculty member)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Chair/Director of Department/School

Date: \_\_\_\_\_

Please note that failure to obtain permission and have all required documentation signed could lead to personal liability on the part of the instructor.

**A copy of this form, together with the signed rental/lease contract and *Inspection Form for Off Campus Rental/Lease of Space* must be kept on file in the departmental office and a copy of all must be sent to your Associate Dean's office.**



## McMaster University Inspection Form for Off Campus Rental/Lease of Space

Date: \_\_\_\_\_ Off Campus Space Address: \_\_\_\_\_  
 Instructor Name: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_  
 Director/Chair Name: \_\_\_\_\_ Director/Chair Signature: \_\_\_\_\_  
 Faculty: \_\_\_\_\_ Department: \_\_\_\_\_  
 Inspected by Name(s): \_\_\_\_\_ Instructor phone ext.: \_\_\_\_\_ Email: \_\_\_\_\_  
  
 Course Name and Number: \_\_\_\_\_ Number of students enrolled in course: \_\_\_\_\_

Description	S – Satisfactory	N – Not Satisfactory	Corrective Action
<b>Emergency</b>			
Fire code occupancy permit sufficient for rental/lease purposes			
Exit Routes clearly marked and unobstructed			
Aisles are clear and unobstructed			
Exit lights are operational and clearly visible on exit routes			
Fire extinguisher(s) tagged, marked with date checked (i.e. monthly), and easily accessible			
Emergency notices are visible and posted			
First Aid Kit available and names posted of those certified in standard first aid.			
Emergency evacuation/fire plan is posted on exit routes			
<b>Notes:</b>			
<b>General</b>			
Location wheel chair accessible			
Walkways, corridors, hallways and stairs clear and unobstructed			
Walking surfaces free of tripping, slipping and falling hazards			
Light levels are suitable, light covers/shades secured			
Process for reporting facility issues known to occupants			
Ceiling tiles secured			
Overall cleanliness of building			
Noise levels at or below acceptable levels for the work performed			
Free standing partitions are secure and height is within acceptable range to avoid disruption of air flow			
Washrooms/sinks in good working order			
<b>Equipment</b>			
Furniture intact and in safe condition			
Electrical equipment, power strips, cords/plugs, no evidence of cuts, fraying or other damage			