

EMPLOYMENT BULLETIN: OUT OF PROVINCE / COUNTRY EMPLOYMENT CONSIDERATIONS

This bulletin provides an overview of employment considerations and University guidance with respect to out of province / country employment arrangements through to April 30, 2022. This approach may be further reviewed within the next 12 months in support of longer-term recruitment strategies for the University.

Recruitment of New Employees

With respect to international employment, the implications have been examined and ongoing use of Canadian payroll processing and implications for employment status for employees working from an international location represent significant legal and financial complexity and present risk to the University as well as to the individual, most notably in the areas of taxation and immigration.

Employment legislation is also generally applicable on a provincial basis (with the exception of federally regulated employers) and as such even out of province hiring brings the potential for additional administrative complexity with respect to differing provincial legislation in the areas of employment standards, health and safety, human rights and payroll remittances (e.g. worker's compensation premiums).

Transitional Approach:

International Employment

Should not engage in employment relationship with individual performing work remotely outside of Canada

*Exceptional discussions to be held with VP and ELR / Office of Legal Services

Out of Province Employment

In most cases, should only be for a limited period, with Dean / AVP approval, and with a commitment to return to relocate to Ontario within a specified timeframe (see below for recommended duration).

Out of Province offers of employment should be reviewed with [Employee / Labour Relations](#) (ELR) both to consider necessary arrangements with bargaining agents and appropriate language regarding provincial employment frameworks, and other benefits.

Travel and Remote Working for Existing Employees

The [Government of Canada Travel Advisories as of May 25, 2021](#) still recommend the avoidance of any non-essential travel outside of Canada. The University recognizes that in certain exceptional circumstances, extended travel arrangements may be requested or necessary for University employees.

The following factors are proposed to support leaders in assessing a request from a current employee to work remotely in another province or outside of the country for a temporary period of time. All arrangements require Dean / AVP approval and a documented flexible work agreement in consultation with [Employee / Labour Relations](#).

Duration

International
Not to exceed one Academic Term (3-4 months)

Out of Province
Not to exceed 6 months

Consider Quarantine Periods as part of duration

Benefits

International
Only Emergency Out of Province Coverage in place
(Staff - 60 days, Faculty - 120 days*)

Out of Province
Employee must be a resident of Canada and have provincial health coverage

*opportunity for extension for Faculty

Data and Information Security

Absolutely critical to ensure security of University Data and Information – review [Resources](#) available.

Advance review of internet access or restrictions -certain domains or sites in certain countries may not be accessible and prevent ability to work

Other Logistics

Time Zones to complete work (Ontario-based)

Healthy and Safe Work environment (equipment / resources)

Visa / Work Permits (consider any challenges in returning)

Vacation may be used to supplement time away