

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*](#)

Summary of the key Policy items

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.

Decision not to cross: process for making other arrangements

A faculty member who chooses not to cross a picket line and wishes to make alternate arrangements must develop a plan for approval by their Chair/Director.

Alternative arrangements may involve an adjustment to remote format or to hold classes off-campus.

In all cases where alternate arrangements are made, the following applies:

1. The instructor is responsible for notifying all students in the class about the adjustment. 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.
2. 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.

3. The instructor and Chair/Director are responsible for ensuring that the alternate arrangements are accessible and will not cause undue hardship for any student to participate in the class.
4. Instructors should take into consideration students who cannot engage in the alternative arrangements because of class scheduling time problems, internet accessibility, or other issues. Students will not be academically punished or disadvantaged by an instructor's decision to make alternative arrangements.

If classes are to be held off-campus, the following additional requirements apply:

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 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.
4. The location of the off campus classroom must be easily accessible for McMaster students, including being accessible for students with disabilities.
5. 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.

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:

Alternative Arrangement Approved (including off-campus location if applicable)

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
Emergency			
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			
Notes:			
General			
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			
Equipment			
Furniture intact and in safe condition			
Electrical equipment, power strips, cords/plugs, no evidence of cuts, fraying or other damage			