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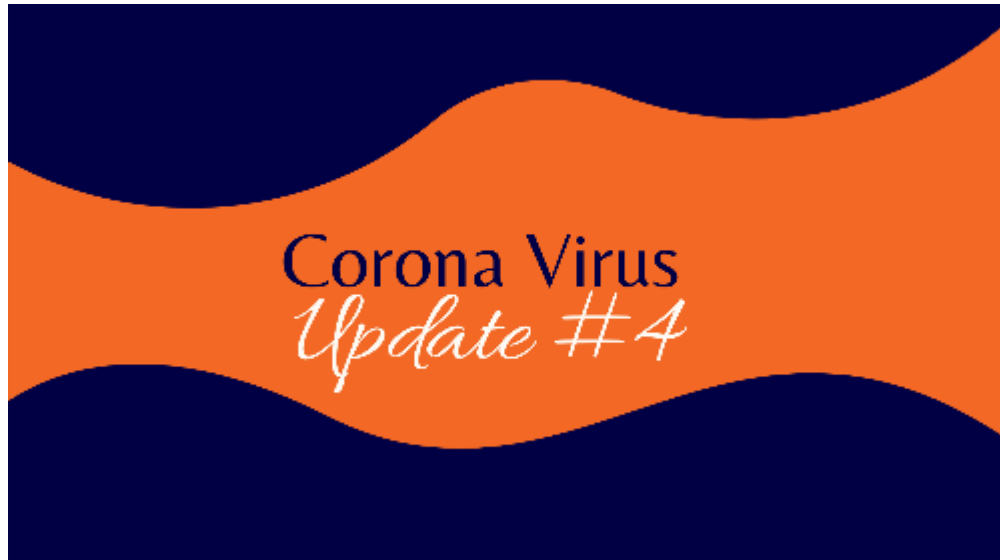
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## Weekly Newsletter

NEWS & EVENTS | Tuesday, March 17, 2020 | 3:00 pm



Dear U of T USW staff,

The situation has developed quickly in the past two days. Based on today's memo to all staff, the university will be focusing on critical operations and encourages

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inconsistency in which departments are encouraging and facilitating work from home, and the health and safety concerns of essential staff who do need to come in to work. We are also very concerned about continuity of pay, especially for our casual members.

Here are some key points for today:

### **The University remains open but encourages employees to work from home. ASK to work from home if you can do your job remotely.**

Don't wait to be asked or told by your manager. We know that this has been quite inconsistent across the university. Remind your manager that the directive from HR is that managers, Chairs, and Department Heads should be **as flexible as possible in proactively implementing or granting requests for telecommuting where it is operationally possible.**

### **All University Buildings will be Closed to the Public**

All University buildings will be closed as of **11:59 pm, March 17, 2020 to the general public. Members of the University community will need key or fob access to enter them. All lab-based research operations must be shut down no later than 5:00 pm Friday, March 20, 2020.**

### **Self-Declaration Forms to work from home**

All members who need to self-isolate (due to travel or illness) or work from home (due to immunocompromised status or childcare arrangements) should complete on of the request forms below, after speaking with their Manager.

- [Appointed Faculty & Staff and Librarians Employee Absence Self-Declaration form](#)
- [Non-Appointed Employee Absence Self-Declaration form](#)

### **Essential Service role**

If you are in an essential job where you need to be on campus, they may deny your request to work from home. There is no list at this time of what's "essential," but it is likely that these will be jobs directly supporting students, student residences, animal and time critical research labs or tied to building operations. **If you're in the job like this and need to come to campus, we want to be sure that your health and**

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## What about if my request to work from home is denied?

If you're NOT in this type of essential job and your request to work from home is denied, contact one of our grievance officers and we'll advocate on your behalf and try to get approval for you to work from home. Contact information for our Grievance Officer's 's can be found [HERE](#).

## Toronto Public Health vs U of T's Recommendations

If U of T recommendations are contrary with Toronto Public Health (self-isolating or other issues), **do what Public Health recommends**. If you get pushback, contact us.

## Child-care and the use of Vacation Days

We have had confirmation from Labour Relations that **staff with child-care issues will not have to use vacation to cover their time at home**. There will be a communication from HR about this soon.

## Casual Members and Cancellation of Shifts

Casuals who are missing work for COVID-related issues **will be paid for any scheduled shifts that are cancelled up to April 5<sup>th</sup>**. **If shifts are not scheduled due to cancellation of events, casuals will be paid based on an averaging formula** from the Employment Standards Act. There will be a communication from HR with more details about this soon. You will not need to submit time sheets in order to get this pay.

## Continuity of Pay for U of T Staff-appointed and Casual Members

The University has made the commitment on continuity of pay up to April 5<sup>th</sup>. We will be in constant communication with them about this as things continue to unfold. **Our priority is that people get paid and there are no lay-offs**.

## The Union Office

**Union operations will not close and we are here to respond to you and advocate for our members**. Several people in the office are working from home due to self-isolation or childcare issues. Email is the best way to contact us. You can email our general account [info@usw1998.ca](mailto:info@usw1998.ca) or contact any of the staff:

<https://www.usw1998.ca/contact-us/office-staff/>

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voicemail.

Please take care of yourselves and each other. We are working closely with the university and other unions on campus to represent and advocate for our members.

Regards,

Colleen Burke  
President USW 1998



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