



**STRATEGIC OBJECTIVES TO WHICH  
THE PAPER/PROPOSAL RELATES**  
(please tick):

**ACCESS**

- To be a university for all
- To be the university of first choice for alumni and non-student customers seeking products and services for all things Caribbean
- Improving the quality of teaching, learning and student development
- Improving the quality, quantity and impact of research, innovation, and publication

**ALIGNMENT**

- Promote greater activism and public advocacy
- Increase and improve academic/industry research partnerships
- Promote a cohesive single UWI brand consciousness

**AGILITY**

- Establish a physical presence of The UWI on all continents
- Restore financial health to The UWI
- Generate economies of scale and scope for The UWI
- Foster a creative, Caring, accountable motivated professional (CAMP) Team
- Foster the digital transformation of The UWI
- Other (please specify)

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**PROPOSAL DISCUSSED WITH:**

- Principal
- Deputy Principal
- Bursar/Deputy Bursar
- Registrar
- Director, HR
- Director, OSS&D
- Dean
- HOD
- Other \_\_\_\_\_  
(please specify)

**MATTER(S) FOR CONSIDERATION/APPROVAL  
BY FINANCE & GENERAL PURPOSES COMMITTEE  
(F&GPC), MONA**

**To:** Members, F&GPC, Mona

**Date:** October 21, 2020

**Subject:** Revised Interim Telecommuting Arrangements

**A. BACKGROUND/CONTEXT:**

Following on F&GPC, Mona request from its meeting held on September 23, 2020, that feedback should be sought from the Deans and Heads of Department in order to strengthen the Arrangements. A canvas was done and based on the feedback another meeting was convened by the Campus Registrar with the Unions on October 13, 2020 to consider the feedback. Arising from the consultations with the Deans, Heads of Department and Unions a Revised Interim Telecommuting Arrangements resulted and reflects the agreement of the parties.

**B. SPECIFIC ACTION REQUIRED FROM F&GPC, MONA:**

**F&GPC, Mona, is being asked to approve the Revised Interim Telecommuting Arrangements.**

Name: Dr. Donovan Stanberry

Position: Campus Registrar

Department/Office: Office of the Campus Registrar

## REVISED INTERIM TELECOMMUTING ARRANGEMENTS

Further to the F&GPC request for consultations with Deans and Heads of Departments to strengthen the proposed Interim Telecommuting Arrangements, attached is the revised document that reflects the resulting feedback. This feedback was also discussed with the Unions at a meeting held on October 13, 2020, and the revised arrangements below reflect our agreement.

NO.	ISSUE	DECISION TAKEN
1.	COVID-19 Leave	<p>COVID-19 Leave is being implemented by the University out of discussion with the Unions in response to situations related to the COVID-19 pandemic, and when granted will not affect a staff member's vacation leave or sick leave entitlement, where the staff member is:</p> <ol style="list-style-type: none"> <li>2. Ordered to Quarantine; or</li> <li>3. Ordered to Self-isolate, or</li> <li>4. Diagnosed with COVID-19</li> </ol> <p>5. It will <b>not</b> apply where a staff member returns from personal travel overseas and is ordered to quarantine for a period. However, if that staff member is later diagnosed as having contracted COVID-19 the leave will apply.</p>
2.	Leave arrangements for staff in quarantine and isolation	<p><u>Agreed that:</u></p> <ol style="list-style-type: none"> <li>i. For a staff member in isolation/quarantine who receives a stay at home order from the Ministry of Health and Wellness (MOH), pursuant to them having contact with a person with COVID-19, such leave such be treated as COVID-19 leave.</li> <li>ii. The staff member is required to submit the certificate issued to that staff member by the MOH where available to HR.</li> <li>iii. When a staff member is ordered by the MOH to quarantine after returning from overseas travel on University business, the period will be treated as COVID-19 leave, upon submission of the MOH Order.</li> </ol>

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		<p>iv. When a staff member has been ordered to quarantine after returning from overseas on personal travel that staff member will be required to take vacation leave to cover the period of quarantine where order to do so by the MOH. However, where the staff member's duties are such that they can be done from home, the employee will be permitted to work from home during the period of quarantine instead of applying for vacation leave.</p>
3.	<p>Staff members who may request grant of permission to work from home: (1) staff with comorbidities, or (2) no suitable arrangement available to care for a child, or (3) care for an elderly or (4) ill family member, or (5) a family member who is a person with a disability</p>	<p><u>Agreed that:</u></p> <p>The Mona Campus will adopt the provisions under <u>The Disaster Risk Management Act - The Disaster Risk Management (Enforcement Measures No.7)</u> which took effect on June 1, 2020, and states:</p> <p>Any of the following employees may request the employer's permission to work from home-</p> <ul style="list-style-type: none"> <li>(a) An employee— <ul style="list-style-type: none"> <li>(i) Who is immocompromised with underlying illnesses that are not under control, thereby rendering the employee unable to safely work in an environment in gathering or other conditions that put that employee at heightened risk during a pandemic; and</li> <li>(ii) who presents the employer with a medical certificate as to the matters set out in (i) above;</li> </ul> </li> <li>(b) an employee who has no suitable arrangements available to care for a child of that employee;</li> <li>(c) an employee who has no suitable arrangements available to care for an elderly or ill family member, or a family member who is a "person with a disability" (as defined in the Disabilities Act),</li> </ul> <p>and an employer who grants such an employee permission to work from home shall do so without imposing any adverse consequences to the employee in relation to the permission granted.</p> <p>(d) The grant of permission to an employee under (a), (b) or (c) shall not count against the leave entitlements of that employee, unless otherwise agreed between the employer and employee.</p>

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4.	<p><b>Procedure for requesting grant of permission to work from home</b></p>	<p><b><u>Agreed that:</u></b></p> <p>A. A staff member applying for permission to work from home who is immunocompromised:</p> <p>(i) May apply to the Senior Assistant Registrar (SAR) – Employee Relations, Compensation, Benefits, Occupational Safety and Health (ERCBOSH) through the Head of Department or Dean.</p> <p>(ii) The request will be submitted to the Clinical Director, who will advise if the employee should be granted permission to work from home; and</p> <p>(iii) The staff member is required to submit a medical report to the Clinical Director at the time the request for permission to work from home is submitted to the SAR - (ERCBOSH).</p> <p>B. A staff member who has:</p> <p>a. no suitable arrangements available to care for a child; or</p> <p>b. no suitable arrangements available to care for an elderly or ill family member, or a family member who is a “person with a disability” (as defined in the Disabilities Act),</p> <p>c. may submit a request for permission to work from home to the (SAR) - (ERCBOSH) through the Dean or the Head of Department ,</p> <p>d. the SAR, (ERCBOSH) shall consult with the employee and the Dean or Head of Department, and where necessary with the Clinical Director or Campus Registrar as appropriate.</p> <p>C. All medical certificates received from the Ministry of Health and Wellness by an employee must be submitted to the SAR, (ERCBOSH) through the Head of Department or Dean.</p>
5.	<p><b>Protocol for staff who have tested positive</b></p>	<p><b><u>Agreed that:</u></b></p> <p>When a staff member has tested positive for COVID 19, the Government of Jamaica position in relation to Public Sector Workers will apply, i.e. the entire duration of the illness related to Covid-19 will be treated as COVID-19 leave.</p>

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6.	<b>Protocol for staff members who exhibits flu-like symptoms and attend for work</b>	<b><u>Agreed that:</u></b>  Paragraph 12 - 2 (b) of Risk Order # 7, advises that the employer shall not require to attend for work at the workplace any employee who exhibits flu-like symptoms or respiratory symptoms, and has a duty, if the employee does attend for work, to send the employee home and to report the matter to the Ministry responsible for health and well.
7.	<b>Protocol for staff members who apply to work from home and their duties cannot not be done from home</b>	<b><u>Agreed that:</u></b>  The University will consider on a case by case basis, request from staff members to work from home and whose duties are such that they cannot be done from home.

At the meeting it was also noted that departments were being encouraged to roster their staff on a rotational basis to mitigate the risk of exposure to the virus of all staff simultaneously. The rostering should be consistent with the nature of the operations of the department.

It was also noted that the provision of ergonomic equipment to facilitate work from home should be discussed within the framework of the Collective Bargaining Agreements and must be guided by the proposed UWI Telecommuting Policy.

Office of the Campus Registrar  
The UWI, Mona  
October 14, 2020

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