

Sample Letter for A Policy Advisor Formalizing A telework Arrangement

Dear _____ (Teleworker)

This letter sets out the arrangements under which you will Telework. You will perform the following tasks at the Teleworkplace:

- Policy research as assigned by me;
- Policy writing as assigned by me;
- Maintain communications with me and co-workers/clients/stakeholders as required;
- Responding to ad-hoc requests; and
- Etc. as required, but not highly detailed.

My expectations for the completion of those tasks are that:

- Policy research to be completed by _____;
- Initial draft policies to be submitted to me within _____ of being assigned;
- Responding to e-mails within 24 hours, voice messages within _____; and
- Ad-hoc requests responded to as requested.

Within one month of the commencement of this arrangement, we will meet for an informal review. I expect that you will be in touch with co-workers on a regular basis and that you and I will talk on the phone at least daily and have regularly scheduled face-to-face meetings at least once a week.

This section to be included in letters to in-scope Teleworkers:

Your normal work week will consist of:

- (i) _____ as days at the official workplace
- (ii) _____ as Telework place days.

The above schedule may be altered by mutual agreement, however, hours worked at the teleworkplace shall not exceed normal office hours without the prior approval of myself or my designate.

This section to be included in letters to out-of-scope Teleworkers:

Your normal work week will consist of:

- (i) _____ as days at the official workplace
- (ii) _____ as Teleworkplace days

The above schedule may be altered by mutual agreement.

