

**Remote Work Criteria**

Each Remote Work Arrangement is unique and management reserves the right to approve or deny any remote work requests on a case-by-case basis. This tool outlines criteria to help management when considering the merits of remote work. Management is encouraged to use the guiding questions in discussions with employees and other stakeholders to assess and determine the potential for a remote work arrangement. Before making recommendations on remote work, management must ensure that the remote work arrangement is in the best interest of the public, Executive Government and the employee.

Criteria	Guiding Questions
<p><b>1. Suitability for the Organization</b></p> <p>Does remote work support strategic priorities and operational needs?</p>	<ul style="list-style-type: none"> <li>• Does the remote work arrangement support organizational strategic priorities?</li> <li>• Is the remote work operationally feasible and/or supports business outcomes?</li> <li>• Will program(s) and/or service(s) be positively impacted or unaffected?</li> <li>• Do you have a plan to support culture and maintain a connection with the team and the larger organization?</li> <li>• Will the team, clients and other stakeholders be positively impacted or unaffected?</li> <li>• Will the benefits of the remote work arrangements outweigh the possible additional costs (e.g. cost of maintaining office at headquarters building and remote workplace) for the employer?</li> <li>• Will remote work be in alignment with existing policies, collective agreements and legislation?</li> <li>• Can the outcomes be measured and evaluated on an organizational level (e.g., increased program access, employee retention)?</li> <li>• Does the current branch design (structure and relationships/networks) support this remote work arrangement? (If not, are you committed to reviewing the design and making adjustments?)</li> <li>• Do the organizational systems and processes support remote work and enable effective employee and organizational performance?</li> <li>• Do the leadership styles, practices, competencies and behaviors support a successful remote work environment?</li> </ul>
<p><b>2. Position Suitability</b></p> <p>Is the position suitable for remote work?</p>	<ul style="list-style-type: none"> <li>• Can the position’s performance be assessed (e.g. productivity tracking, customer feedback, task completion, objectives fulfillment)?</li> <li>• Are there parts of the position that would be more difficult to perform from the remote workplace? Can they be adapted?</li> <li>• Does this position have a requirement to be physically present at the headquarters building?</li> <li>• Are the tools for the position remotely accessible?</li> <li>• Is there no/minimal requirement to access hard copy materials frequently? Can this position be performed in a primarily paperless setting?</li> <li>• Are online or digital communication channels effective for this position?</li> <li>• Are there any requirements for frequent face-to-face presence with clients? Is client face-to-face time predictable?</li> </ul>
<p><b>3. Employee and Remote Workplace Suitability</b></p> <p>Are the employee and their remote workplace suitable for remote work?</p>	<p><b>Employee Suitability:</b></p> <ul style="list-style-type: none"> <li>• Does the employee have skills and competencies required for remote work (e.g. good time management, self-discipline, effective communication)?</li> <li>• Has the employee demonstrated that they are productive and able to work independently?</li> <li>• Is the employee on a performance improvement and/or attendance support plan? If yes, such arrangement should be discussed with the employee and may not be recommended.</li> <li>• Will the employee have the ability to attend training and meetings in-person, as required?</li> <li>• Will the employee be able to maintain regular work hours during remote work?</li> <li>• Will the employee be readily accessible during their work hours?</li> </ul> <p><b>Remote Workplace Suitability:</b></p> <ul style="list-style-type: none"> <li>• Will the employee have a designated space, appropriate to the nature of the work?</li> <li>• Will the employee’s remote workplace meet health and safety requirements (see Safety Checklist)?</li> <li>• Will the appropriate information technology resources, tools, equipment and supports be available to enable the remote work arrangement?</li> <li>• Will the employee be able to safeguard the security, privacy and integrity of confidential/sensitive information in the remote workplace setting?</li> <li>• Will the employee be prepared to absorb any additional costs associated with the remote workplace and the arrangement?</li> </ul>