



INFORMAL REMOTE WORK – SUPERVISOR GUIDANCE

Informal remote work arrangements are characterized as remote work arrangements not exceeding 21 business days in duration and for which the schedule of remote work is irregular. Where a remote work arrangement exceeds 21 business days in duration, or where a regular schedule of remote work is established (e.g.: an employee working remotely for Monday of each week and at their designated workplace for the remainder of each week), the Remote Work Policy is applicable.

Informal remote work arrangements are not necessary for periods of 1 business day or less in duration.

Managers are encouraged to consider the circumstances surrounding an employee's informal remote work request and whether the circumstances engage the Remote Work Policy.

Assessing the Suitability for Informal Remote Work

Informal remote work arrangements involve many of the same considerations as the Remote Work Policy, however because the duration of the remote work arrangement is necessarily shorter than a formal Remote Work Arrangement, the threshold for approval of informal remote work arrangements is lower. The following are questions that apply in assessing an employee's remote work request.

1. Job Suitability

Here are some things to consider when assessing if an employee's job is suitable for remote work:

- Is the employee able to complete their duties while working remotely?
 - Consider security of confidential information, access to VPN, access to internet, etc.
- Are there any tools or equipment necessary for the employee to work remotely, and if so, are they available for the employee to use during the remote work period?

2. Employee Suitability

Here are some things to consider when assessing if an employee is suitable for remote work:

- Does the employee have a history of strong job performance?



- Is the employee capable of working independently with minimal supervision?
- Is the employee reliable, responsible, flexible and trustworthy?

3. Remote Work Site Suitability

Here are some things to consider when assessing if an employee's proposed remote work site is suitable for remote work:

- Has the employee completed a [Work From Home Safety Assessment](#) for the place they propose to work?
- Does the site have secure, reliable internet access to perform their regular work functions?
- Does the employee have any dependents to care for at the Remote Work Site?
 - If yes, it may be suitable for the employee to take applicable leave, or a combination of remote work and applicable leave depending on the duties of the employee.

Remote Work Site Safety Assessment

Employees who request remote work are required to complete a [Work From Home Safety Assessment](#) and return it to their supervisor before beginning remote work. Please note that informal remote work arrangements should not result in any additional costs for the GNWT; employees are responsible for any costs incurred to establish or maintain their remote work arrangements.

Employees who already have a signed Work From Home Safety Assessment on file do not need to complete additional Work From Home Safety Assessments unless the site or circumstances of their remote work site changes.

Informal Remote Work Tracking

Departments shall maintain a record of informal work arrangements and may be required to report remote work statistics within their department or to the Department of Finance.

Tracking employees' informal remote work will also assist managers in determining if a formal remote work agreement is necessary under the Remote Work Policy.

Denied Remote Work Requests

If an employee's informal remote work request is denied, the employee should be notified by email. The denial email should include the reason that the request was denied.



Extended Informal Remote Work Requests

Employees are responsible for notifying supervisors if an informal remote work arrangement is anticipated to extend beyond 21 business days. In such circumstances, an employee is required to make an application under the Remote Work Policy. Please remember to advise employees that approval for an informal remote work arrangement does not guarantee or influence approval for a Formal Remote Work arrangement and that the employee may be required to take leave if a request is not approved or if approval has not been received by the time the informal remote work arrangement has concluded. Employees cannot presume that a request for a Formal Remote Work Arrangement will be expedited and should make any necessary applications as soon as possible.