



Remote Work Checklist for Employees and Supervisors			
Steps	Activities	Employee	Supervisor
Discussion and Eligibility	<ul style="list-style-type: none"> <li>Review the <a href="#">Remote Work Guidelines</a></li> </ul>		
	<ul style="list-style-type: none"> <li>Discuss potential remote work eligibility with your supervisor</li> </ul>		
Application and Approval	<ul style="list-style-type: none"> <li>Complete <a href="#">Remote Work Application</a>, indicating suitability and including proposed hours</li> </ul>		
	<ul style="list-style-type: none"> <li>Ensure that the remote work arrangement is conducive to the success of the position and the individual</li> </ul>		
	<ul style="list-style-type: none"> <li>Review application and recommend (or not) that the employee be considered for remote work and forward the application to the Deputy Head</li> </ul>		
	<ul style="list-style-type: none"> <li>Deputy Head reviews application and either supports the employee to submit an agreement or refuses the application, providing a written rationale for the refusal to the employee</li> </ul>		
Agreement and Approval	<ul style="list-style-type: none"> <li>Work with an HR Representative to develop the <a href="#">Remote Work Agreement</a></li> </ul>		
	<ul style="list-style-type: none"> <li>Complete <a href="#">Work from Home Safety Assessment</a> and provide photographs of the proposed remote work site</li> </ul>		
	<ul style="list-style-type: none"> <li>Finalize the agreement</li> </ul>		
	<ul style="list-style-type: none"> <li>Sign and submit the agreement to the Deputy Head for approval</li> </ul>		
	<ul style="list-style-type: none"> <li>Deputy Head approves or does not approve the agreement</li> </ul>		
	<p><i>For out-of-territory remote work agreements:</i></p> <ul style="list-style-type: none"> <li>Deputy Head recommends or does not recommend out-of-territory remote work, and forwards the agreement to the Deputy Minister of Finance</li> </ul>		
	<ul style="list-style-type: none"> <li>Deputy Minister of Finance approves or refuses the out-of-territory remote work agreement</li> </ul>		
Employee and Union Notification	<ul style="list-style-type: none"> <li>Share the approved agreement with employee</li> </ul>		
	<ul style="list-style-type: none"> <li>Sign the agreement</li> </ul>		
	<ul style="list-style-type: none"> <li>Share the signed agreement with HR Representative for storage on employee's personnel file</li> </ul>		
	<ul style="list-style-type: none"> <li>For unionized positions, HR provides a copy of the signed agreement the union</li> </ul>		
	<ul style="list-style-type: none"> <li>If the agreement is refused, provide employee with written notification outlining the reasons for the refusal</li> </ul>		
Before you Begin	<ul style="list-style-type: none"> <li>Ensure you have requested and set up access to VPN</li> </ul>		
	<ul style="list-style-type: none"> <li>Share your schedule and contact information with your colleagues and clients</li> </ul>		
<b>You are now ready to begin Remote Work!</b>			

Note: This sheet is a tool for employees/supervisors and does not need to be submitted as part of the Remote Work application or agreement.