

## **Blended Work Arrangements pilot program - Assessment of Request to participate**

### **Sample e-mail**

Dear (employee name (s)),

As my direct report(s), and in the spirit of complete transparency, I'm pleased to confirm the following regarding participation in the BWA pilot. This assessment has been made from a role perspective and measured against the following criteria for participation, namely the operational feasibility (as noted in the BWA Framework):

#### ***Criteria for participation in the BWA***

*Exempt employees who wish to explore participating in the BWA pilot should speak with their Manager to see if participation is operationally feasible. While we recognize not everyone will be able to take part in this pilot, we encourage exploration, innovation and equity be considered by all.*

*The BWA pilot program criteria includes:*

- a) departments have returned to campus through the RTC plan*
- b) there has been no known disruption of service to internal/external clients*
- c) the manager will submit their BWA plans for review to their senior leader who will inform their respective executive member*
- d) all BWA forms have been signed off to protect for liability purposes*
- e) agreement to participate in surveys, meetings and other data collection activities that will inform the pilot*

**HR Associate:** [Does not meet the criteria](#) for participation as there would be a *disruption of service to internal/external clients* as this role provides the reception function for the department and this aspect of the role is not operationally feasible to be performed from a distance.

**Recruitment Specialist:** [Meets criteria for participation](#)

**Development Coordinator:** [Meets criteria for participation](#)

I'm happy to chat further about my application of the BWA criteria should you wish. I wish to emphasize that while the BWA attends to the location of work, and as such not available to every role, that HR remains a flexible work environment and we can be responsive/supportive when "life happens" and needing flexibility to our schedules.

I look forward to continuing the dialogue with each of you on this topic.

My best,

Lisa