

FLEXIBLE WORK ARRANGEMENTS POSITION ASSESSMENT

Use this supplementary tool to help you assess the suitability of remote work for positions in your unit.

Position title:	Position code:	
Employee name:	Unit:	
Manager name:	Exempt/Excluded: <input type="checkbox"/>	CUPE: <input type="checkbox"/>

SECTION A

Determine which tasks are essential to the position and whether they can be performed remotely. This may involve reviewing the role profile, job description, talking to current employees, and analyzing the workflows.

Primary position outcomes	% of overall outcomes	% suitable for remote work
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Remote work suitability assessment	Yes	No
Does the position require specialized equipment or technology that may not be available to the employee working remotely?	<input type="checkbox"/>	<input type="checkbox"/>
Does the position require extensive in-person contact with employees/clients as the primary form of communication?	<input type="checkbox"/>	<input type="checkbox"/>
Does the position require frequent onsite meetings and/or work?	<input type="checkbox"/>	<input type="checkbox"/>
Does the physical workspace required for the job allow for remote work?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any security concerns that require certain work duties to be performed on-site?	<input type="checkbox"/>	<input type="checkbox"/>
Does the unit have core anchor days?	<input type="checkbox"/>	<input type="checkbox"/>

List any tasks from the table above that can't be completed remotely

SECTION B

Use your responses from section A to determine the overall suitability of the position for remote work.

Overall suitability assessment	Yes	No
Can the tasks listed in section A be performed while working remotely?	<input type="checkbox"/>	<input type="checkbox"/>
Can the tasks listed in section A be scheduled to support remote work in a hybrid model?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee listed have any performance concerns that may reduce the suitability of remote work?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any security concerns that require certain work duties to be performed on-site?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C

Use your responses from sections A and B to provide a final assessment of the employees' ability to be successful in this position in a remote or hybrid work arrangement.

Note: if you've identified that the primary tasks cannot be accomplished from a remote work location, this position may not be suitable for remote work.

Final assessment

If you consider this role and the employee to be compatible with remote work, what would be the maximum number of days per week that could be worked remotely while supporting operational needs?

- 1 day 2 days 3 days 4 days Fully remote

Note: fully remote work arrangements are the exception and will be granted only under extraordinary circumstances upon the approval of the relevant vice president or president.

SECTION D

If you've identified that the primary tasks and outcomes of this position cannot be completed from a remote work location, please provide comments on your rationale below.

Comments:

SECTION E

Signatures

Employee signature:

Date: