Review Remote and Flexible
Work Policies and Procedures

Policy
- Outlines the broad expectations for College employees
- Addresses the purpose, scope, definitions, and policy statements

Procedure
- Reviews responsibilities of important departments within the College, Types of Remote Work Arrangements, Eligibility, and Guidelines
- Note employee duties, section 1. 1. 4

Determine what kind of Remote Work Arrangement you are seeking (section two of Procedures)

Determine if the eligibility considerations pertain to your position

Speak to your Supervisor to determine if they are supportive of your application

Complete Workspace Self Assessment

Complete Remote Work Assessment Form in consultation with the supervisor/ manager

Submit to HR – this process is automatic using the Docusign form

Review and Approval Process

(HR/IT/Health &Safety)

If approved, HR will prepare Remote Work Agreement for Signatures