

Remote Work Arrangements

REMOTE WORK REQUEST FORM

Employee Name		Supervisor Name	
Department			
Proposed remote work schedule and location			
Proposed Start date		Proposed End date	

Step 1: Employee initiates the request

Confirm the following prior to initiating the request:

- I have considered my unit/department's criteria for Remote work in making this request.
- I have read and understand the Remote Work Principles
- I acknowledge and accept the terms of the Remote Work Framework
- I have completed the Remote Work Self-Assessment
- I have completed the Home Office Safety Checklist

Step 2: Employee and supervisor meet to jointly review the request.

The employee and supervisor meet to review the request. The conversation guides can be used to establish alignment with departmental criteria and UVic principles and framework. These conversations will consider and determine what specific agreements will be necessary for the request to be successful in the context of the department, role and employee. Decisions are at the sole discretion of the manager/supervisor. Disagreements related to remote work requests may be reviewed by the senior excluded leader in the faculty, program or division (Dean, Director or higher).

Step 3: Employee and supervisor confirm agreements developed to support the RWA.

Forms are retained in departmental files.

My supervisor and I have discussed this request and have developed agreements to support its success.

Employee name:

Employee Signature:

Date: _____

The employee and I have discussed this request and have developed agreements to support its success.

Supervisor name:

Supervisor Signature:

Supervisor one-over signature (optional):

Date: _____