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 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.

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

Forms are retained in Department files

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REMOTE WORK AGREEMENT CONVERSATION GUIDE

Use the conversation guide to help determine if the request aligns with the department/unit criteria and the UVic Principles and Framework. Based on this conversation, the supervisor/manager may approve, deny or seek modifications to the request. The employee and supervisor will jointly consider what specific agreements are necessary for the request to be successful in the context of the department, role and employee.

Communication and Team Interaction Agreements	
Consider how you will ensure ongoing supervisor/employee communication, team connection and collaboration. Add or skip topics as needed to address your work context.	
How will you ensure regular two-way communication occurs between employee and supervisor?	
What team norms and agreements have you developed to ensure communication with team members?	
How will you address team collaboration issues such as scheduling meetings, sharing documents and collaborating on tasks or projects?	
Other:	

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Work Assignments, Expectations and Feedback Agreements

Consider how you will ensure performance expectations are clearly defined and systems are in place to identify and address issues or challenges early when working remotely? Add or skip topics as needed to address your work context.

How will this request positively impact unit operations and/or client service aspects of the role?	
How will on-campus tasks be distributed equitably among team members?	
How will work assignments, goals and priorities be established and work reviewed?	
How will you address emergent needs, staff coverage, client or operational requirements that require changes or flexibility in the remote work arrangements?	
Other:	

Remote Workspace Location, Office Setup and Technology Agreements	
Consider how you will ensure an appropriate workspace, internet connectivity and technology is available to support remote work. Add or skip topics as needed to address your work context.	
What arrangements have been made to create an appropriate and ergonomic work station?	
How have you ensured that internet connectivity and speed at the remote work location is sufficient for the needs of the role? What contingencies are in place for an unexpected internet outage?	
What additional practices and protocols do we need to adopt to comply with University Systems and data security policies and guidelines?	
How have you addressed any issues identified in the Remote Home Office Safety Checklist?	
What support, training or access to technology is needed for online collaboration, information sharing and meeting participation?	
Other:	

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Employee Mental Health and Emotional Wellbeing Agreements

Consider how you will support employee health and emotional wellbeing. Add or skip topics as needed to address your work context.	
How will you jointly ensure appropriate work/home boundaries are maintained?	
How will you create opportunities to participate in the informal interactions of the workplace?	
What kind of check-ins should we put in place to ensure your health and well-being given we won't be seeing each other in person every day?	
Other:	

DETERMINE REVIEW INTERVALS AND SCHEDULE CHECK IN MEETINGS

Check-in notes:

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