



## 1. OVERVIEW

The Remote Hiring Policy (RHP) is an interim policy to address critical capacity challenges within the GN. The RHP provides for hiring of employees to work remotely from their out-of-territory home on a temporary (term) basis. Eligibility is limited to specialized hard-to-fill positions and Cabinet approval is required to advertise positions as eligible for remote work.

This document provides operational guidelines to support implementation of the RHP. It describes the various processes and tools that will be used to assess positions for remote hiring, to staff approved positions and to document specific terms and conditions of employment for employees hired under the RHP. It also highlights existing resources to support departments in facilitating a successful remote work arrangement.

These guidelines will be updated as required, particularly when there is a process change or when any new resources are developed and in place.

## 2. DEFINITIONS

For the purposes of implementing the RHP, the following definitions apply:

**Department** – means a department or public body of the GN, as per Schedule A of the *Public Service Act*.

**Deputy Head** – means the Deputy Minister of a department, the Chief Executive Officer or President of a public body or such a person as the Minister responsible for the *Public Service Act* may designate as Deputy Head.

**Eligible Position** – means a position that Cabinet has approved for remote hiring.

**Hard-to-Fill Position** – means a vacancy that through unsuccessful competition(s) has proved difficult and challenging to hire a qualified candidate over a sustained period.

**Home Community** – means the community that was designated for the position in accordance with GN organizational design practices and budget allocation process.

**Position** – means one specific job with the authorized position description as signed by the employing department/public body and employee and identified by its unique position number.



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**Remote Hire** – means an employee hired to work outside of the GN office space usually reserved for the position.

**Remote Hire Agreement** – means an employment contract, signed by the employee, the manager, and deputy head or delegate, that governs the details of the remote work employment contract.

**Remote Work** – means an employee doing their job from a location other than the designated GN workplace (i.e., GN office building, GN facility) on a full-time basis (i.e. not temporary telework or hybrid telework). Such remote work locations could include an employee's home or any other location within Nunavut or outside of the territory.

**Specialized Position** – means a professional occupation that generally requires specialized credentials or certification to practice including in areas of law, accounting, sciences, medicine, construction trades, and engineering.

### 3. ELIGIBLE POSITIONS

The Department of Human Resources (HR) has developed guiding criteria to help departments identify the type of positions that would be appropriate for remote hiring. These guiding criteria will be used by HR when assessing a departmental Request for Decision to staff a position(s) under the RHP.

#### Guiding Criteria

Generally, to be considered eligible for out-of-territory remote hiring, a position must fit the following criteria:

- Professional level (as per GN employment categories);
- Applies a body of highly specialized knowledge;
- Requires a professional designation and/or post-graduate degree (some exceptions considered for positions that require a bachelor's degree in a highly specialized field of post-secondary study, such as: computer science, geomatics, or hydrology);
- Unique to a department (some exceptions would be considered where professional designations are required, such as: accounting, engineering, construction trades, law or for critical policy positions);
- Does not supervise staff;
- Chronically under-represented by Inuit; and,



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- Hard-to-fill (i.e. previously reasonable efforts have been made to staff the position, in Nunavut).

In addition, the position must also be suitable and appropriate for remote work. Reasons why a position may not be suitable include:

- Position provides regular in-person services to clients;
- Position requires regular access to/use of GN facilities, equipment, records, and similar that are located in Nunavut;
- Position is required to maintain physical copies of confidential documents and/or protected private information;
- Position engages Nunavut-based stakeholder groups on a regular basis (i.e. children/youth, other at-risk groups, DIOs, IPGs, and other boards);
- GN would incur substantial and unreasonable costs on a regular basis due to the position being located outside of the territory; and,
- Any other factor that would present a significant risk to the employee or the GN.

GN positions in Executive, Senior Management, Middle Management, Paraprofessional, and Administrative Support categories are generally not eligible for consideration for out-of-territory remote hiring.

#### 4. LIST OF APPROVED POSITIONS

The **List of Specialized Positions Approved for Remote Hiring** (the List) contains the positions that Cabinet has approved eligible for remote hiring. Departments wishing to staff a position on the List may do so in accordance with Section 6 of these guidelines.

#### 5. REQUESTS TO ADD ADDITIONAL POSITIONS TO THE LIST

Departments may request to have an additional position(s) added to the List of Specialized Positions Approved for Remote Hiring. Requests must be made through a Request for Decision (RFD) for Cabinet consideration. Departments may submit a single RFD for more than one position, provided substantiation and supporting documentation is included in the RFD package for each position being requested for remote hiring.

The RFD should:

- Provide general information about the position (e.g. position title, number, community, division, reporting structure);



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- Summarize what the position does (e.g. key roles and responsibilities);
- Explain how the position fits the criteria for a “specialized” position (Section 3 of guidelines);
- Describe recent recruitment efforts, as well as any labour market consideration and/or retention challenges that result in this position being “hard-to-fill”;
- Outline any potential internal and public impact/risk associated with staffing the position remotely.

As part of the RFD package, the department must also submit:

- current job description; and
- organizational chart.

The RFD package must be signed by both the departmental Deputy Head and Minister submitted electronically by the Deputy Head to the Deputy Minister of Human Resources.

Similar to the review process undertaken for Direct Appointments, HR will complete an assessment of the RFD and provide the Department of Executive and Intergovernmental Affairs (EIA) Cabinet Secretariat with its advice/recommendation. HR will keep departments informed of the status of the RFD review and submission to EIA and will advise if there are concerns that would result in the position not being recommended for approval.

If the RFD is approved by Cabinet, the position(s) will be added to the List of Specialized Positions Approved for Remote Hiring and the department can initiate the staffing process in accordance with these guidelines.

Periodically, HR may initiate a call-out for departments to submit a list of positions that they would like to see considered for the List and will facilitate an expedited review and consolidated RFD to Cabinet.

### **6. STAFFING A POSITION AS “REMOTE HIRE”**

#### **Competitive Process**

The RHP is to be used exclusively for competitive hiring.

This policy cannot be used to fill positions through non-competitive appointments (i.e. casual, relief, direct appointment, transfer assignment). Please contact HR for information on processes related to non-competitive appointments.



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### **Term Employment**

Employees hired under the RHP who opt to work remotely will be offered term employment. The maximum term for which a position can be offered as remote hire is 3 years.

### **Exception to Term Employment**

If the successful candidate wishes to work in Nunavut from the designated GN workplace rather than work remotely, they may do so and can be offered indeterminate employment in the position's home community. Relocation benefits would be applicable however no changes to the employment arrangement can be made at a later time (i.e. employee cannot change to remote work).

### **Current GN Employees**

Current GN employees may apply on a "remote hiring" competition. However, the position offered would be a term position (no exceptions) and the GN will not be responsible for any relocation costs.

A GN employee who is the successful candidate on a "remote hiring" competition and chooses to work remotely (i.e. not in the designated GN office) will be offered term employment. The option to undertake a transfer assignment will not be available (i.e. the GN will not hold/guarantee a comparable position for the employee at the end of the term).

The RHP is not a mechanism to address current employee requests for telework (remote work) arrangements.

### **Position Location**

The RHP is a temporary hiring measure and is not a mechanism to permanently relocate a position to another Nunavut community or location outside of the territory. Under the RHP, the home community of the position does not change. Should the successful candidate opt to work remotely, the community of work changes until such time as the term expires or the position becomes vacant.

Permanent relocation of a GN position falls under the Government Organization Policy.



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### **Job Action Request**

A Job Action Request (JAR) to hire under the RHP may only be submitted after the position has been approved for remote hiring by Cabinet and is on the List. To ensure efficiency, departments should only submit JARs for positions that are immediately ready to be posted for competition.

When submitting a JAR for advertising under the RHP, the home community for the position should still be entered in Box 11 (Position's Community). The JAR must indicate the position is considered under the RHP and must include the cabinet extract number and date.

### **Job Description / Organizational Chart**

At the time of submitting the JAR, the home community of the position should still appear on the job description and organizational chart. No references to remote hire or remote work are required on the job description or organizational chart.

If applicable to the position, the department should clearly identify the requirement for duty travel in the job description.

### **Verification of Position as “Hard-to-Fill”**

If Cabinet approval for remote hiring was received on October 12, 2023, HR will confirm that the position is considered “hard-to-fill” prior to initiating the staffing process.

If Cabinet approval for remote hiring was received after October 12, 2023, this step is not required, as HR has already confirmed that the position is hard-to-fill.

### **Advertising**

Upon receipt of the Job Evaluation Results package, the Staffing Division (HQ) or Regional Staffing Division of HR (collectively referred to as Staffing throughout the remainder of these guidelines) will initiate the staffing process.

A position being advertised under the RHP must be advertised in the home community and would also be advertised as “eligible for remote work”.

A position being advertised under the RHP will be advertised for a set period of time and will not be posted as “open until filled.”



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### **Staff Housing**

Generally, given the intent of the policy and to avoid creating additional pressure on the limited staff housing supply in communities, positions being advertised under the RHP would not be allocated (would not “come with”) staff housing.

### **Priority Hiring**

The Priority Hiring Policy will be applied to all hiring activity undertaken under the RHP.

### **Screening Candidates**

Prior to advancing to the interview stage, candidates who meet the screening requirements will be contacted to ensure their understanding of the RHP and confirm their willingness to continue to the interview process.

### **Job Offers**

The Letter of Offer for a remote hire will contain some provisions that are specific to being hired under the RHP and working remotely.

### **Remote Hire Agreement**

Prior to the start date of employment, all remote hires will be required to sign off and comply with a Remote Hire Agreement that contains specific terms and conditions of employment related to remote work.

The remote hire is also obligated to comply with all GN policies and procedures that would apply if the employee were working in the designated GN workplace in the position’s home community.

### **Location of Work**

A remote hire will be required to identify their designated remote work site (address) upon hire in the Remote Hire Agreement.

A remote hire may not work remotely outside of Canada.



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### **Hours of Work**

As a general rule, an employee hired under this policy will be expected to work standard GN work hours (i.e. 37.5 hours a week, from 08:30 to 17:00 from one of Nunavut-time zones). Any deviation (including working hours that fall outside of one of Nunavut's time zones) would need to be substantiated by the employee and would need to be agreed to and documented in the Remote Hire Agreement.

## **7. COMPENSATION, BENEFITS AND STAFF HOUSING**

### **Salary Administration**

A new employee hired to work remotely under the RHP and who works outside of Nunavut would be hired at a starting salary of Step 1 of the position's pay range or 80% of the pay band if applicable.

A GN employee hired to work remotely under the RHP and who works outside of Nunavut would be hired at the step of the pay range or percentage of the pay band for the position that is closest to (or equal to) but not less than their former rate of pay.

### **Nunavut Northern Allowance**

An employee hired to work remotely under the RHP and who works outside of Nunavut will not be eligible for Nunavut Northern Allowance (NNA)

An employee working remotely in Nunavut would be eligible for the NNA applicable to the community of work.

### **Nunavut Household Allowance**

The Nunavut Household Allowance (NHA), or any other incentives that may be in place for in-territory employees (i.e. incentives related to residing in Nunavut) do not apply to remote hires working outside of the territory.

### **Relocation**

No relocation benefits are available for an employee hired under the Remote Hiring Policy who chooses to work remotely. For greater certainty, if a GN employee applies on and is the successful candidate for a position advertised under the RHP and chooses to work remotely from a location outside of their community, they will not be eligible for relocation benefits and may not claim any associated relocation expenses.





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### **Staff Housing**

The GN will not “hold” a staff housing unit for a GN employee while they pursue a term position as a remote hire outside of their former community of residence/employment.

### **8. DEPARTMENTAL RESPONSIBILITIES**

A successful remote work arrangement rests largely on the part of the hiring department and more specifically, the position's direct supervisor. The direct supervisor should ensure, at a minimum, that as of the start date (or shortly thereafter):

- All required equipment has been ordered and dispatched to Employee (e.g. computer, monitor, keyboard, camera, headset, scanner, printer);
- Employee has successfully set up equipment;
- Employee is able to access the GN network;
- Required software has been installed;
- Any required files are accessible;
- Employee is provided a mobile phone;
- A plan and timeline are in place for onboarding and orientation;
- Employee has access to and is able to participate in any meetings and training necessary to perform job responsibilities.

The direct supervisor is also responsible for working together with the employee with respect to the GN's performance system. More information on this process can be found in Directive 316 of Human Resources Manual (Performance Management System).

### **9. ACTING ASSIGNMENTS**

As a general rule and in keeping with the intent of the policy, an employee hired under the RHP would not be eligible for acting assignments.

### **10. EMPLOYEE PERFORMANCE EXPECTATIONS**

An employee is expected to maintain the same level of productivity and work quality while working remotely as what would be required if they were working at the designated GN workplace.



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### 11. INFORMATION TECHNOLOGY

The direct supervisor is responsible for ensuring that the employee is provided with the necessary GN-issued equipment to perform their duties.

The Department of Community and Government Services (CGS) will ensure that there is sufficient inventory of computers and other supporting IT equipment and will dispatch efficiently, prior to the employee's start date. For ease of implementation of this policy, it is recommended that CGS provide departments with a check-list of the standard IT equipment required by an employee working remotely.

CGS Helpdesk support will be available for employees working remotely under this policy.

### 12. HEALTH AND SAFETY

A Remote Work Health and Safety Self-Assessment Checklist is available to help provide guidance to employees who are responsible for ensuring their designated remote workplace is safe and suitable for telework.

### 13. DUTY TRAVEL

The department is responsible for paying duty travel costs in accordance with GN terms and conditions of employment and duty travel rates.

### 14. TRAINING AND OTHER RESOURCES

The Department of Human Resources (Public Service Training Division and Sivumuaqatigiit Division) offers a variety of training courses and career and professional development programs to GN employees. These programs are promoted via email (Public Service Announcements), the GN Training Calendar and departmental Human Resources Coordinators. Some of these courses are available through MS Teams (or comparable platform) and can be completed remotely.

### 15. AUTHORITIES AND REFERENCES

- Remote Hiring Policy
- List of Specialized Positions Approved for Remote Hiring
- Remote Hire Agreement (template)
- Remote Work Health and Safety Self-Assessment Checklist



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### 16. CONTACTS

For information on the RHP and its application, please contact the Department of Human Resources:

Director, Staffing  
867-975-6223

OR

Director, Regional Staffing  
867-645-8062