



TELEWORK POLICY SUITABILITY CRITERIA

OVERVIEW

Telework is a voluntary arrangement whereby an employee performs their job from a location other than the designated workplace for a predetermined length of time.

While the decision to approve or deny telework is at management's discretion, requests need to be reviewed thoroughly and thoughtfully. The Government of Nunavut (GN) Telework Policy outlines five (5) general factors that should be considered when reviewing telework requests. This tool provides detailed criteria (in the form of guiding questions) and serves as a consistent framework to help management determine the overall suitability of short-term or long-term telework requests. There may be other criteria that are unique to a department and/or division.

Employees are encouraged to review these criteria prior to applying for a telework arrangement.

SUITABILITY CRITERIA

1. Operational Needs

- Is the telework arrangement operationally feasible (e.g. timing, duration, location)?
- Will GN program(s) and or service(s) be adversely impacted if the employee is teleworking?
- Will the telework arrangement impact overall team performance? Could there be any negative effects on clients and/or other stakeholders?
- Are there additional costs to the employer that are directly associated with the telework arrangement?

2. Position Suitability

- Is the work that is performed at the designated workplace the same as the work that would be performed while the employee is teleworking?
- Are there parts of the position that would be more difficult to perform while teleworking that can not be adapted?
- Does the nature of the job require the employee to have daily face-to-face contact with a supervisor, other employees, clients or the public?
- Are the tools required to perform the position remotely accessible?
- Are online and/or digital communication channels effective for this position?
- Can duties be carried out in a primarily paperless setting?



3. Employee Suitability

- Does the employee have a history of strong job performance? (note: telework is not available to an employee who is on probation or who has a performance improvement plan)?
- Has the employee demonstrated that they are reliable, productive and able to work independently?
- Does the employee have the organizational and time management skills required to work effectively and efficiently remotely?
- Is the employee comfortable and efficient with technology and computer applications, and are they able to troubleshoot technology issues with minimal or remote support?
- Will the employee be accessible and able to maintain regular work hours during telework?

4. Position's Amount of Decision-Making or Influence

- Does the employee manage a large or complex team? If yes:
 - How will the employee continue to manage day-to-day operations while teleworking?
 - Will the employee be able to support and effectively supervise staff while teleworking?
- Has the employee demonstrated proficiency in communicating effectively through digital channels (i.e. email, chat, video calls)?

5. Telework Location Suitability

- Where is the telework workplace? (note: telework cannot be approved if the employee would be working outside of Canada)
- Will the employee's workspace be conducive to productive and safe work?
- Will the employee have secure and reliable internet access?
- Is the employee able to safeguard the security, privacy and confidentiality of information while teleworking?
- Does the employee have any dependents to care for while teleworking? If yes, does the employee have alternate care arrangements in place?