



TELEWORK POLICY EMPLOYEE REQUEST GUIDELINES

1. PURPOSE

The Government of Nunavut (GN) is committed to providing uninterrupted government services to Nunavummiut while providing employees and managers with the flexibility to provide those services in a safe work environment outside of designated GN workplaces.

These Guidelines support the approved Telework Policy.

Please note, the implementation of the **Hybrid Telework** (i.e. up to two days a week from home) is targeted for **July 1, 2025**.

The following guidelines must be followed by all GN departments and public bodies when considering employee requests for telework arrangements.

2. PRINCIPLES

These guidelines are consistent with the following Inuit Societal Values:

- Inuuqatigiitsiarniq - respecting others, relationships and caring for people. The GN should deliver services to all Nunavummiut while satisfying the needs of employees to improve their overall quality of life by providing the opportunity for telework arrangements.
- Qanuqtuurniq – being innovative and resourceful. The GN aims to embrace new ways of working that will help the government respond to the challenges of today and in the future while also caring for its employees.

3. APPLICATION

These guidelines apply to all employees of the GN and its public bodies, hired under the *Public Service Act*

These guidelines do not apply to employees working under the GN Remote Hiring Policy. The employees' home location must be in Nunavut.

4. DEFINITIONS

Telework – for the purposes of these guidelines, telework refers to an employee doing their job from a location other than the designated GN workplace (i.e., GN office building, GN facility). Such locations could include an employee's home or any other location within Nunavut or outside of the territory, within Canada.



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Hybrid Telework (delayed to July 1, 2025) – refers to a specific type of telework arrangement where an employee works partly in the designated GN workplace and partly at another location (e.g. employee’s home).

5. General Provisions

1. Requests for telework will be considered on a case-by-case basis and must be for a time limited period.
2. The employee’s position needs to be suitable and appropriate for telework and the employee must be able to perform their responsibilities away from the designated GN workplace.
3. Telework must be performed within Canada.
4. Telework should not create significant impact or expense for the GN with respect to financial, operational or safety considerations.
5. Telework is not a substitute for using personal leave credits when unable to work due to illness or other emergent situations.
6. Telework is not a substitute for dependent care arrangements (e.g., child, parent or another person). In this case, an employee should discuss other options, including flexible work schedules and/or paid and unpaid leave entitlements, with their supervisor.
7. Telework is not a substitute for non-standard hours of work. In that case, an employee must request a flexible work schedule in accordance with established process.

6. Requests for Telework

1. An employee must request telework arrangements in writing. The request must describe the reason for the request and explain how they will be able to perform their work away from the designated GN workplace. The **Telework Application Form** must also be completed and attached to the request.

7. Approval for Telework

1. Telework for a maximum consecutive length of 3 weeks to a total of no more than 6 weeks (per fiscal year) may be approved by the employee’s Deputy Head.



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2. Telework for more than 3 weeks consecutively or beyond 6 weeks per fiscal year must be approved by a committee made up of the Deputy Ministers of the Departments of Human Resources (HR), Executive and Intergovernmental Affairs (EIA), and Finance.
 - The request may only be for exceptional circumstances and must be time limited.
 - The request must be substantiated with a detailed rationale and include the employee's Telework Application Form.
 - The requests must be submitted by email to the Deputy Minister of HR from the Deputy Head of the employee's department.
 - The committee can not approve beyond 6 months.
3. Where an employee submits multiple requests for short-term telework and the total number of days would exceed 6 weeks in a single fiscal year, the Deputy Head should refer the matter to the DM of HR for review by the Deputy Minister Committee referenced in **7.2** above.
4. Hybrid telework requests for up to 2 days per week must be approved by the employee's Deputy Head. Such requests can be for a consistent telework day per week or ad hoc based on the employee's work schedule.
5. Cabinet approval is required for any telework arrangement that is not compliant with these guidelines.

8. Nunavut Northern Allowance

1. An employee is not eligible to receive Nunavut Northern Allowance if they are teleworking outside of the territory for more than 6 weeks per fiscal year. A copy of the employee's Telework Application Form must be forwarded by the department to Compensation and Benefits so that the necessary payroll adjustments can be made.

9. Employee Performance Expectations

1. An employee is expected to maintain the same level of productivity and work quality while teleworking.
2. An employee on probation is not eligible for telework.
3. An employee on a performance improvement plan is not eligible for telework.



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10. Health and Safety

1. Employees are responsible for ensuring their designated telework workplace is safe and suitable for telework.

11. Monitoring and Reporting

1. Departments are required to record and track ALL employees who are teleworking. Periodically, HR will require departments to report on all telework arrangements.

Contact

For clarification or further information, please contact:

Assistant Deputy Minister, Operations
Department of Human Resources