	Appendix A **Occasional Remote Work Guidelines**	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
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	Revision Date(s):	
	Review Date:	
	External References	
	Internal References • Remote Work AP	

Purpose

- Occasional remote work supports a flexible work environment for Sask DLC employees. These guidelines are designed to support management in situations where occasional remote work is needed.

Application

- Occasional remote work is defined as temporary and provisional remote work, usually to address specific circumstances as agreed upon between the employee and their supervisor. Where remote work has a reoccurring pattern over a prolonged time period remote work arrangements under the Remote Work section may be more appropriate.

- It is expected that supervisors use judgement to ensure that occasional remote work is not used where existing policies that address time away from work are more appropriate (e.g., sick leave, vacation leave, pressing necessity leave).

- Occasional remote work should be considered within the context of the employer's operational requirements, employee needs and where a trusting relationship between a supervisor and employee exists.

- There are a number of reasons why an employee may request occasional remote work. Though not exhaustive, some examples are outlined below:
  - to complete work that requires minimal interruptions;
  - when the headquarters building is not suitable for continuous occupancy due to construction activities, sustained failure of mechanical systems, or emergency measures;
  - when extreme weather conditions impede the employee from getting to their headquarters building; and,
  - to work around a personal commitment that still allows for periods of productive work time (e.g., a home-based repair appointment, a personal appointment that is easier to access from home).

Guidelines

- Employee's supervisor has the authority to consider and approve requests for occasional remote work, and, if necessary, may consult the HR Team or senior leadership. When approving requests, supervisors should consider:
  - if the employee's performance can be assessed while working remotely (e.g., productivity tracking, task completion);
  - if the job can be performed or adapted to remote work;
  - if it promotes engagement, collaboration within the team; and,
  - if it is not detrimental to maintaining adequate coverage and customer service at the headquarters building.

- Supervisors and employees share responsibility and accountability for occasional remote work to be effective. Supervisors and employees should reach a mutual understanding of the appropriate frequency, communication methods, safety, privacy and security considerations, and any other requirements in advance.

- Occasional remote work does not require a signed arrangement, although a written request and confirmation from the supervisor is recommended (via email or text).

- All policies and procedures that normally apply to work at the headquarters building shall remain the same for remote workers. Occasional remote work must not conflict with the terms and conditions of employment, collective bargaining agreements, relevant legislation and Sask DLC policies.

Supervisor Responsibilities

- Adjust their management practices to ensure effective supervision during occasional remote work.
- Ensure performance expectations are established and enforced.
- Establish proper communication channels with the remote worker and ensure open communication between employees working remotely and those working in the office.
- Ensure the employee working remotely understands and adheres to the terms and conditions of employment, collective agreements, relevant legislation and policies within Sask DLC.

Employee Responsibilities

- Ensure they have the necessary technology and equipment to work remotely effectively.
- Set objectives for what will be accomplished and adhere to performance expectations.
- Be accessible and maintain contact as they would be if they were working at their headquarters building.
- Have approved in advance any changes in work hours, including requests for overtime or leave and complete time reporting accordingly.

- Assume responsibility for any occasional remote workplace costs (e.g., internet, dedicated work space).
- Ensure a professional work setting.
- Comply with all health and safety policies and procedures and inform the employer promptly of any work-related accidents that occur at the occasional remote workplace.
- Take the necessary precautions to secure and protect government property, documents and information as per the relevant policies.
- Ensure appropriate child care arrangements are in place.