

Remote Work – Questions and Answers for Human Resources and Managers

Responding to requests for remote work arrangements	
1. Who makes the decision to approve or deny an employee's request for a remote work arrangement?	<p>Remote work arrangements must be approved or denied by the deputy minister of the employee making the request. Deputy ministers can also delegate the authority to approve or deny remote work arrangements to others in their department by completing the sub-delegation form.</p> <p>Recognizing that the employee's supervisor has relevant information about the operational needs of the work unit and the employee's performance, the supervisor must assess the employee's request against the criteria outlined in the remote work policy and forward the request to the deputy minister or delegate with their recommendation. The deputy minister or delegate has the final decision-making authority.</p>
2. Multiple members of a team have requested remote work arrangements. How should these requests be evaluated?	<p>The remote work policy states that decisions about remote work requests must be based on specific criteria, including:</p> <ul style="list-style-type: none"> • whether the remote work arrangements will enable the employee and the work unit to meet operational requirements and maintain or improve service delivery; and • whether the remote work arrangement will avoid any negative impacts on colleagues and the work unit. <p>All remote work arrangements must meet these criteria. In assessing requests, supervisors should not consider the potential arrangement in isolation but rather in the context of the overall operational needs of their business area.</p> <p>If the operational needs of the team can be met, several employees in the team may be eligible for remote work arrangements. Supervisors and employees should consider part-time remote work arrangements (for example, one team member</p>

	works remotely Mon-Wed and another works remotely Thurs-Fri) as a flexible approach to meet the operational requirements of the work unit.
3. Can employees work remotely from a location outside of Yukon?	<p>Remote work arrangements for Yukon government employees must occur in Yukon. Remote work from another province or territory in Canada will only be allowed in rare and/or exception circumstances.</p> <p>In order for an out-of-territory remote work arrangement to be approved, it must be:</p> <ul style="list-style-type: none"> • requested by the employee; • recommended by the supervisor; • approved by their department's deputy minister, and • approved by the Public Service Commissioner. <p>See the Out-of-Territory Remote Work Guidelines and the Out-of-Territory Remote Work Request Form on the Yukonnect Remote Work page for more details about considerations and processes.</p>
4. An employee has requested to work remotely to accommodate a medical need. How should this request be evaluated?	<p>The remote work policy does not apply in situations where remote work is being used to accommodate a disability or a medical need. In these situations, the duty to accommodate is a legal requirement and a different set of considerations apply. For more information about accommodation, please visit the Return to work and accommodation page on Yukonnect or contact the Health, Safety and Wellbeing branch of the Public Service Commission.</p>
5. Are supervisors and managers eligible for remote work arrangements or occasional remote work?	<p>The remote work policy applies to supervisors and managers as well as unionized employees. For all employees, requests for remote work arrangements must be evaluated against the criteria and objectives set out in the remote work policy and guidelines, and a decision about the request must be made by the employee's deputy minister or delegate.</p>

Occasional remote work	
6. Can an employee work remotely to care for a sick child?	<p>Remote work is not a substitute for child or other dependent care arrangements. Employees are responsible for managing their personal responsibilities in a way that does not interfere with the requirements of their position, and the remote workplace must be relatively free of distractions so that the employee can focus on their work.</p> <p>If an employee is not able to make alternative arrangements for child care, they should discuss with their supervisor whether suitable leave should be used instead.</p> <p>In some circumstances, dependent care may be compatible with occasional remote work (such as an older child who does not require regular care and attention during the work day). A supervisor may decide, at their sole discretion, whether to permit occasional remote work for an employee in such instances.</p>
7. Can an employee who is experiencing mild symptoms of illness work remotely instead of using sick leave?	<p>If employees are sick, it's important that they rest and take the leave they need to recover. Remote work is not meant to be a substitute for sick leave, and no one is expected to work if they are unwell.</p> <p>However, if an employee feels well enough to work, is experiencing symptoms, but, out of caution, would prefer to work from home rather than potentially bring illness into the workplace, it may be an appropriate time for occasional remote work.</p> <p>Any employee wanting to work remotely on an occasional basis (defined as a temporary, ad-hoc remote work situation responding to a specific circumstance) needs their supervisor's approval.</p>

Equipment for remote work use	
8. If an employee has taken equipment home from the official workplace during the pandemic, are they required to return it?	<p>During the pandemic, some employees were allowed to take some equipment home to allow the Yukon government to support remote work while still meeting operational needs. These items remain the property of the Yukon government and should be returned over time to the official workplace. Employees should discuss their individual circumstances with their supervisors, who can advise on timelines for returning the equipment to the office.</p> <p>Outside the context of a public health emergency, employees are responsible for the costs of equipping their remote work location with home office furniture.</p>
Working from communities	
9. An employee works remotely from a community outside of Whitehorse, but their official workplace is in Whitehorse. If they are required to attend the official workplace, does the employee travel during their personal time or during their work hours?	<p>The remote work policy and guidelines note that employees who have remote work arrangements are responsible for the costs of their travel from the remote workplace to the official workplace, if they are required to attend the official workplace. Remote employees travelling to the official workplace are not considered on authorized travel status under the Travel Directive and are also not entitled to overtime for traveling to their headquarters.</p> <p>Generally, remote employees who travel to the official workplace should do so during their personal time. There may be instances, however, when an employee travels during work hours – for example, a remote employee who lives a short distance from their official workplace has a meeting at the office mid-day, and their supervisor agrees that the employee may travel during work hours to attend.</p> <p>When approving remote work arrangements where the employee will be located in another community from where their official workplace is, the department should consider length of travel distance and frequency that the employee will be</p>

	<p>required to report in person to the official workplace. If the employee would be working remotely from a significant distance but would be required to report in person regularly to the official workplace, it may not be reasonable for the employer to approve a remote work arrangement from that location.</p> <p>If an employee does travel during work hours, the employee is still not on travel status and the employer is not liable or responsible for costs related to the employee's travel.</p>
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