

## **MANAGER QUESTION AND ANSWER**

### ***When do these guidelines take effect?***

These guidelines will come into effect on November 1, 2011.

### ***What if I have existing staff already working from home?***

If you already have staff members who are working from a home a number of days per week then you will need to formalize the arrangement with the completion of the new forms.

### ***What if I have a member of Staff who currently works from home more than 2 days per week?***

If you have a member of staff working more than two days per week and their normal place of work is not their home then you will need to make arrangements to ONLY allow two days per week effective November 1, 2011.

### ***What if I have a member of Staff who wishes to work from home fulltime?***

Working from home fulltime is not governed by these guidelines. Please speak to your HR Advisor for further information on working from home fulltime.

### ***What if I want the Staff to work from home?***

These guidelines are specifically for Staff who request to work from home and does not govern Staff whose regular place of employment is their home. Please speak to your HR Advisor.

### ***The form only allows for a maximum of 12 months. What if I wish to have the arrangement go longer?***

The 12 month maximum is to ensure that a discussion takes place as to the appropriateness of the arrangement for both parties. If you wish to continue the arrangement then you will need to submit a new form.

### ***What if I find the arrangement isn't working. How do I cancel the arrangement?***

The decision as to whether you will allow someone to work from home rests with you. If you are not happy with the arrangement then you will need to cancel the arrangement with the Staff and inform HR of your decision.

### ***Why is the University formalizing this practice?***

Over the last number of years there has been an increased number of staff who are working from home or are requesting to work from home. These guidelines were developed to ensure the work from home arrangements are appropriate and provide a tool for managers in making decisions around work from home arrangements.

### ***Why do I need to send Human Resources a copy of the forms?***

As a University we need to be able to see how many staff members have these types of arrangements. HR will also send you a reminder that the agreement is coming to an end.