**A Supervisor's Guide: Decision Matrix for stablishing Remote Work Arrangements**

| Criteria to Consider in Determining if Working from Home is Viable |
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| **1. Deliverables of the role can be effectively achieved and managed from an alternate work location** |
| • Supervisor confirms that critical functions and the deliverables of the role can be satisfactorily fulfilled while working from home during the proposed period |
| • Supervisor provides clear guidance and expectations to the employee for their duties while working from home |
| • Supervisor may consider options for assessing work progress while the employee is working from home, such as scheduled phone meetings, weekly log reports, or discussion through an online resource such as Microsoft Teams |
| **2. The employee has a healthy and safe alternate work environment** |
| • Employee confirms they have a healthy and safe alternate workspace that is ergonomically appropriate, allows for minimal interruption, and is free of hazards for slips, trips and falls |
| • A self-assessment checklist is available as a tool for guidance regarding healthy and safe home workspaces.  This tool is provided as a guide. If completed, it can be maintained in the departmental employee file. |
| **3. The employee has access to necessary equipment and resources** |
| • Employee has access to the necessary equipment and resources to work from home |
| • The employee agrees to use their home internet services as needed for the purposes of performing their work |
| • Review the *Cisco AnyConnect Secure Mobility Client* ("VPN") tips provided by University Technology Services (UTS) |
| • Review and implement the IT tools and services that allow employees to work from home |
| **4. The protection of privacy and proprietary information can be appropriately maintained** |
| • Appropriate measures can be taken to ensure the protection and security of physical and electronic documents that may contain private and proprietary information. Review recommended IT tools and services. |