

Red River College Polytechnic is committed to fostering a safe, highly productive, engaged and inclusive workforce, and recognizes that flexible work arrangements, such as the ability to work remotely, can be mutually beneficial to employees and the College.

This assessment tool guides managers to consider the suitability of remote work arrangements, within their departmental areas, in an objective, fair and consistent manner in accordance with the Remote Work Policy and accompanying procedures.

The tool considers departmental and position suitability for remote work and establishes an overall plan that identifies whether remote work arrangements can be supported; and where supported, consideration of how requests to work remotely can be managed objectively, fairly, and consistently across the department.

Managers/Chairs (or equivalent) are required to complete this departmental assessment and obtain the approval of their Director/Deans (or equivalent) prior to considering and approving any employee requests for remote work.

**DEPARTMENT INFORMATION**

Department Name:			
Manager Name:		Position Title:	
Director Name:		Position Title:	
Date of Assessment:			

**DEPARTMENTAL SUITABILITY ASSESSMENT**

RRC Polytech is committed to delivering high quality education experiences and services. Not all departments can support remote work arrangements and maintain this commitment. These questions are intended to prompt consideration of the departments' suitability for remote work arrangements, where appropriate.

<p>How would remote work arrangements affect the department's ability to effectively deliver upon the strategic priorities and commitments of the College?</p> <p>Please explain:</p>	<input type="checkbox"/> Positively <input type="checkbox"/> Negatively <input type="checkbox"/> No Impact
<p>How would remote work arrangements affect the department's ability to effectively deliver upon the priorities and objectives of the department?</p> <p>Please explain:</p>	<input type="checkbox"/> Positively <input type="checkbox"/> Negatively <input type="checkbox"/> No Impact
<p>How would remote work arrangements affect client/customer service delivery?</p> <p>Please explain:</p>	<input type="checkbox"/> Positively <input type="checkbox"/> Negatively <input type="checkbox"/> No Impact
<p>How would remote work arrangements affect departmental productivity?</p> <p>Please explain:</p>	<input type="checkbox"/> Positively <input type="checkbox"/> Negatively <input type="checkbox"/> No Impact
<p>How would remote work arrangements affect employee engagement within the department (i.e., employee well-being, team collaboration/cohesion)?</p> <p>Please explain:</p>	<input type="checkbox"/> Positively <input type="checkbox"/> Negatively <input type="checkbox"/> No Impact
<p>Does the department have the required resources (i.e., equipment and office supplies) to support remote work arrangements and would remote work arrangements make prudent use of the College's resources?</p> <p>Please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have you considered how remote work might impact the layout, function and assignment of your workspace* and have you identified solutions to support remote work arrangements (i.e. shared/repurposed workspaces)?</p> <p>Please explain:</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Note: Departments with space planning/configuration concerns should consult with Campus Planning.

**DEPARTMENTAL RECOMMENDATION**

Based upon the above departmental suitability assessment, can remote work arrangements be supported within the department?

The department is unable to support remote work arrangements.

Please explain:

The department is able to support the following remote work arrangements:

• Periodic Remote Work	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Blended Remote Work	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Primary Remote Work	<input type="checkbox"/> Yes <input type="checkbox"/> No

If remote work arrangements are supported, what measures would need to be put in place to minimize any negative impacts or to address any resource/space limitations? (i.e., what modifications would be necessary to effectively manage a blended remote and non-remote team):

**POSITION SUITABILITY ASSESSMENT**

The Remote Work Policy acknowledges that not all positions can be performed remotely or are suitable, in all situations for remote work arrangements. This section is intended to consider the suitability of each position (or position group), within your departmental area, for remote work. To complete this section, first list all the positions (or groups of similar positions) within your department area under the 'Position Title' column. For each position, consider the remote work position suitability questions listed below. Use the overall assessment of how frequently each position would be required to perform the identified duties to recommend what percentage of the duties could effectively be performed remotely. Use the recommendation for the percentage of the duties that could effectively be performed remotely to inform the recommendation for whether the position is suitable for remote work and if so, what type of arrangement.

\*Note: It may be possible to support more than one type of remote work arrangement for each position, if so, select all that apply.

Does the position require access to equipment, technology, materials, supplies that are only available at a College worksite?	<input type="checkbox"/> Frequently <input type="checkbox"/> Occasionally <input type="checkbox"/> Rarely
Does the position require in-person contact or collaboration with students, supervisors, other employees, the public?	<input type="checkbox"/> Frequently <input type="checkbox"/> Occasionally <input type="checkbox"/> Rarely
Does the position have job duties that legally or operationally require presence at a College worksite?	<input type="checkbox"/> Frequently <input type="checkbox"/> Occasionally <input type="checkbox"/> Rarely
Does the position deal with confidential and/or sensitive information?	<input type="checkbox"/> Frequently <input type="checkbox"/> Occasionally <input type="checkbox"/> Rarely
Does the nature of the position duties allow for the position to be effectively managed and performance measured remotely?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**POSITION RECOMMENDATIONS**

Position Title List the position titles or groups of similar positions within your departmental area.	For each position title listed below – consider the five position suitability questions, listed above, to determine overall, what percentage of the position's duties could be effectively performed remotely:				Is this position suitable for remote work? If yes, please select the type(s) of remote work arrangements that could be supported.			
	0% (i.e., not suitable for remote work arrangements)	1-40% (i.e., potentially suitable for periodic work arrangements)	41-99% (i.e., potentially suitable for blended work arrangements)	100% (i.e., potentially suitable for primary remote work arrangements)	Not Suitable for Remote Work	Periodic Remote Work	Blended Remote Work	Primary Remote Work *Note: This type of remote work arrangement is rare; refer to the policy for more information.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OBJECTIVITY AND FAIRNESS ASSESSMENT**

**This information is available in alternate formats upon request**

Where remote work arrangements are supported, how will you ensure that employee requests are considered objectively and fairly; and approved consistently within the department?

**RECOMMENDED BY**

Manager/Chair (or equivalent) Name	Position Title	Signature	Date

**AUTHORIZATIONS**

I have reviewed and approve the above assessments.

I have reviewed the approve the above assessments with the following mitigations/modifications:  
Please explain:

\*Note: The Dean/Director is responsible to provide the Manager with further direction and/or guidance if the submitted assessment is not supported for further implementation.  
Once approved, the Dean/Director is responsible to provide the approved assessment to the Executive Director (or equivalent) for information/acknowledgement/signature.

Dean/Director (or equivalent) Name	Position Title	Signature	Date

Executive Director (or equivalent) Name	Position Title	Signature	Date