



# Shifting Gears for Employers: E-work Policy Checklist

For both legal protection and clarity, you'll want to develop an E-Work Policy. Here is a checklist of items that your new policy can include:

## Governance

- Indicate a commitment to supporting employee engagement, fulfillment, and work/life balance
- Highlight your resolve to creating a positive, flexible workplace culture that includes both remote and office workers
- Acknowledge that the organization has a right to end the hybrid work program, if needed

## Human Resources

- State that, like onsite workers, remote workers are subject to the Employment Standards Act
- Feature the types of roles permitted, and types not permitted
- Define remote working arrangements deemed suitable to the workplace (ex. flexible day, worker managed, part-time defined, permanent, critical situations only)
- Indicate staff availability requirements (i.e., designated hours and expected methods of access)
- Highlight manager responsibilities to the remote employee
- Outline impacts, if any, to employee compensation
- Define dress code and professionalism expectations
- Call attention to the requirement that remote workers sign a **Remote Employee Agreement** (a content checklist for this type of document is available from Shifting Gears)
- Explain how remote employee performance evaluation will be conducted
- Outline the conditions under which remote worker status may be terminated
- Make clear dependant and childcare expectations during work hours
- Explain remote worker eligibility requirements and the approval process

## Operations

- Indicate a commitment to reviewing the remote work program on a regular basis
- Define location perimeters and expectations (note: if employees are based outside of Ontario, they may be subject to taxation, legislation, health care coverage, etc. of their remote work location)
- Supply details regarding access to applications and files needed to fulfil their duties, and parameters regarding how to access them (e.g., app approval, no public computer terminal use)
- Provide information on the equipment supplied by the employer and provisions for phone use
- Give details on reporting and meeting expectations
- Indicate accommodation provisions and commitment to an equitable process
- Explain any expenses provided to remote workers (ex. workstation equipment, business cell phone)

## Health & Safety

- Explain how to set-up and maintain a dedicated ergonomic workstation
- Explain how and when the OHS and WSIB apply to e-working arrangements

For information on active and sustainable commuter options visit [www.greenup.on.ca/shiftinggears](http://www.greenup.on.ca/shiftinggears)

