Flexible Work Arrangements
Pilot Program

Tool for Employees
Roles & Responsibilities

EMPLOYEES:

• Consider the reality of the workplace situation (nature of duties, unit needs, etc.)

• If potential suitability appears to exist, advise your supervisor of your interest and complete the request.

• Be sure to provide all required documents as per the guidelines.

• Prepare your physical space if your FWA includes the WFH option; ensure you have all necessary equipment to carry out your work.
  • See IT Resources for Working from Home

• Respect the terms of the FWA including availability, deliverables, methods of communication, etc.
Employees: Understand the Context

• This is NOT a policy. It is a PILOT PROGRAM which involves learning for all.
• You can increase your chances for success by realistically examining this program’s suitability for you, and by referring to available tools.
• As you prepare for discussion, put yourself in your manager’s shoes and reflect on how their likely concerns (tasks, team, clients, etc.) could best be addressed.
• Remember, your manager is responsible for making the final decision, based on a number of variables.
Employee: Are YOU ready for a WFH?

• What responsibilities of your position can/cannot be accomplished as efficiently from home?
• Can you accomplish your responsibilities on the designated day without being physically present at the office?
• Can you engage exclusively in McGill work during agreed upon work times?
• Do you have the required equipment to complete work tasks (e.g. computer, high-speed internet and phone connection)?
• Is your home office distraction-free?
• How will you adhere to the privacy and confidentiality requirements set for the by the unit/department and the University?
• Are you self-directed, comfortable working alone and able to manage your time effectively?