Manager Guide: Hybrid Workplace and Remote Working

[AURA policy](#) supports the exploration of flexible working arrangements for its employees and provides procedures and agreements to facilitate hybrid workplace and remote working.

Purpose

The purpose of the document is help AURA management determine which positions and employees are well-suited for hybrid workplace or remote work and to share details on the process of approving and maintaining such arrangements.

There are two steps to determine hybrid workplace and remote working suitability. These include reviewing the types of positions and job duties and the suitability of the employees based on past work performance. An exception to this may be remote work arrangements made at time of new hire offer.

Each position should be considered individually, per the responsibilities of the role and past performance, to determine if the work can be done outside of the designated AURA Location.

When a new or replacement position is being posted for recruitment, prior to the posting a determination should be made on the suitability of remote or hybrid work. The position should be advertised as an onsite or remote/hybrid eligible position.

What is hybrid workplace and remote work?

Hybrid Workplace is a voluntary arrangement where employees may perform their regular job responsibilities at an alternative worksite (e.g., home) for a portion of their scheduled work week.

Remote work location is an arrangement where employees perform their regular job responsibilities in a location that is not an AURA/Center worksite. The employee's work would be performed at the remote location for 100% of their scheduled work week.

Determining the types of roles that may be effectively performed using a hybrid workplace or remote work agreement

Many types of roles are conducive to remote work or a hybrid work location at least part of the time. When all or some of the duties of the role can be done away from the primary work location, it could be evaluated for potential hybrid or remote working options. Even if some of the responsibilities need to be done at the primary work location, a hybrid work location arrangement may be a possibility.

A <u>sample</u> of duties that may be done remotely (not an exhaustive list)

Administrative Work	Drafting/Designing	Purchasing
Analyzing Data	Editing	Recruiting/Sourcing
Auditing	Emailing	Remote Observing
Budgeting	Graphics work	Research
Calculating	Planning	Software Development
Computer Programing	Programming	Travel coordination
Data Analysis	Project Management	Video Meetings
Data Entry	Project Work	Writing

Determining the employee's suitability for remote or hybrid workplace

Once the role has been determined to be suitable for remote or hybrid workplace, the next step is to determine if the employee and work location meet the criteria.

This may be evaluated on an individual basis by following the appropriate Suitability Manager Checklist within the <u>Hybrid Workplace and Remote Working Checklist.</u>

Considerations for hybrid/remote workplace suitability include

- **A location that AURA is licensed to do business**
- Access to high-speed internet access
- Ergonomic workstation and safe location
- A work location with limited distractions

Considerations for determining an employee's suitability for remote working include

- Employee's performance history
- Employee's time management and organizational skills
- Employee's computer skills needed to complete job functions outside of the office
- The amount of direct supervision needed to complete employee's tasks
- The employee's track record of meeting deadlines and reaching goals

As all hybrid work is voluntary, the employee is responsible for the cost of duplicate office equipment such as monitors, docking stations, keyboards, and chairs. The employee is also responsible for the cost of the internet service and cell phone.

If the remote work is voluntary, the employee will work with the manager on office equipment requirements. The employee is responsible for the cost of internet service and cell phone.

If the remote work is required by AURA, office expenditures will be evaluated against state requirements and allowability.

Approval Procedure

Hybrid/Remote Working is a serious commitment for both the hybrid/remote worker and AURA. Formal processes and procedures are in place to ensure that well-informed decisions result in successful, mutually beneficial arrangements.

To become a hybrid/remote worker at AURA, an employee must do the following:

1. Initiate a discussion with their supervisor to determine if they and their job are good candidates for hybrid/remote working.
2. For hybrid working, the Center has sole discretion to require approvals beyond that of the employee's supervisor. For remote working, approval from the Center Director or designee is required. Remote work for a new hire requires Center Director or designee approval prior to the offer of employment.
3. Carefully review the Hybrid Workplace and Remote Working Guidelines and Procedures.
4. Review the Hybrid Workplace or Remote Working Agreement, including the safety requirements in section 4 and any other standards that may, from time to time, become required for the remote office.
5. Complete and obtain supervisor approval of the Hybrid Workplace or Remote Working Agreement.
6. Set up employee's remote office, including work collaboration and communication tools. Communicate schedule and communication/collaboration tools to AURA/Center colleagues.