



Remote Work Arrangement – Employee Checklist

Prior to submitting a Remote Work request, the employee should consider their ability to accomplish the objectives and expectations of their position in the remote environment (home or other). This checklist along with the Safe Work Manitoba Office Ergonomics Risk Factor Checklist and the Safe Work Procedures for Remote Work – Working Alone will facilitate the assessment of a successful remote work arrangement with regard to the remote work office space, the remote work connectivity, the potential for interruptions, and safe work factors.

This checklist must be completed by the employee and submitted with a Remote Work request form, a Safe Work Manitoba Office Ergonomics Risk Factor Checklist, and the Safe Work Procedures for Remote Work- Working Alone to their immediate supervisor.

Yes **No**

1. Are you required to meet with students in-person as part of your job?
 - a. How often? _____

2. Are you required to meet with other UWinnipeg employees or stakeholders in-person as part of your job?
 - a. How often? _____

3. Do you regularly collaborate with other employees as part of your job?
 - a. How would you maintain effective communications?

(Immediate supervisor to determine if communications would be maintained effectively.)

4. Do you have a dedicated remote office space?
 - a. Is there suitable space to be able to conduct confidential conversations if necessary?
 - b. Are noise levels comfortable or do they affect your concentration; i.e. is there sufficient segregation from disruptions?
 - c. Is there sufficient space for furniture and equipment for you to work comfortably?

5. Do you have an appropriate University-issued computer system to support the proposed RW arrangement?
(e.g. If you are requesting to work remotely on a part-time basis, do you have a laptop computer? If not, please consult TSC to determine when you are due for a computer refresh).
 - a. Can you ensure UWinnipeg equipment will only be used by yourself and only for work purposes?
 - b. Do you have a secure and reliable home internet connection?
<https://www.uwinnipeg.ca/tech-sector/information-security/information-protection-guides/vpn-services.html>
 - c. Have you verified that your remote office meets UWinnipeg's remote connectivity and cyber security requirements?
 - d. Do you have VPN access?
 - e. Have you enabled multi-factor authentication?
6. Do you work with confidential documents that are required to remain on campus on a regular, daily, or consistent basis?
7. Do you have secure storage space for equipment?
8. Do you require regular access to campus equipment and resources to perform your job? (e.g. photocopiers, printers, scanners, phone, or fax machines)
9. Will you be able to attend campus upon request?
10. While working remotely, will you be working alone or in isolation?
(You will be considered to be working alone if you are the only UW employee in your remote workplace.)
 - a. If so, is there a safe work check-in system in place?
11. Have you confirm confirmed that your home insurance provides adequate personal liability coverage?
12. Have you completed the required Information Security Awareness Training and reviewed the University's Privacy Tips for Remote Work?

Comments:

Submitted by: _____
(Employee Name)

Date: _____