



Checklist to Assess Application of Home-Based Work

Appendix A, AP-518 Home-Based Work

The supervisor should review the request against the strength of the business/personal case for home-based work. The following criteria will help supervisors to decide whether to support the request further. They comprise:

- Eligibility criteria
- Suitability criteria
- Applicant’s home circumstances

Applicant: _____ Date: _____

Supervisor: _____ Dept: _____

To be completed by the Applicant:

1. Outline the request, reason and potential effective date.
2. Complete the assessment checklist for discussion with supervisor.
3. Attach home/onsite work plan.

	Employee Comment	Supervisor Comment
Position Eligibility Criteria		
The quality of service to internal or external clients will not be compromised or is positively impacted.		
Clear objectives and measurable outputs can be established and monitored.		
The essential requirement of the position can be achieved.		
Effective communication arrangements are available.		
There are no additional costs beyond the equipment necessary for the employee.		
Costs can be minimized for the Division.		
The overall needs of the department/Division are not negatively impacted.		

	Employee Comment	Supervisor Comment
Employee Suitability Criteria		
The employee has achieved satisfactory performance in the most recent performance review.		
Good communication skills.		
Please provide examples:		
Demonstrated self-discipline and self-motivation with minimal need for supervision and proven ability to use their own initiative.		
Please provide examples:		
Good time and workload management skills including ability to prioritize assignments.		
Please provide examples:		
The applicant's IT skills are of a level that help desk support will be sufficient.		
Would the new working arrangements leave team morale unaffected or improve it?		
Would the new working arrangements leave team effectiveness unchanged or improve it?		
Would the new working arrangements leave level of service provision either unchanged or improved?		

	Employee Comment	Supervisor Comment
Suitability of Home Circumstances		
Describe proposed workspace:		
Arrangements for security/confidentiality:		
Arrangements for dependents:		
Challenges and Mitigation Strategies		
Identify challenges and your plan to mitigate them:		

Supervisors Assessment Statement:

Is home-based working recommended and supported?

Supervisor _____ Yes / No

Manager _____ Yes / No

Superintendent _____ Yes / No

Deputy Director _____ Yes / No

Submission Requirements to Human Resources:

- Completed application form approved appropriately.
- Detailed review of role and responsibility of the position indicating typical work to be completed off site:

- Draft home/onsite work plan, including description of scheduled location and work times:

- Cost/benefit analysis:

- Additional pertinent information – please attach on a separate page.