

# Flexible Work Arrangements Pilot Program

## TOOL FOR EMPLOYEES

*Flexible*  
Work Arrangements  
Pilot Program

 **McGill** | Human  
Resources

FWA 2020

# 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?