**Alternate Work Arrangement Approval Process**

Employee

Complete and sign the Alternate Work Arrangement Proposal/Assessment Tool

If the proposal is for working from a remote setting, complete and sign the Health and Safety Checklist

Submit Proposal Tool and Health and Safety Checklist to Supervisor

Supervisor

Review and discuss with the Department Head and Department VP

Submit to Human Resources

AVP-HR

Review Alternate Work Arrangement Proposal

If approved, provides Alternate Work Agreement to Supervisor

Supervisor

Obtain signatures from: Department Head, Department Vice President and Employee

Return to Human Resources for sign off by the AVP-HR

Human Resources

Put together all documents and send copy for employee and supervisor.

Added to personnel file

**Employee can commence the agreed to Alternate Work Arrangement**