

BRIEFING NOTE

PROCESS FOR THE REVIEW OF EXCEPTION REQUESTS TO THE COMMON HYBRID MODEL FOR FEDERAL PUBLIC SERVICE / LE PROCESSUS D'EXAMEN DES DEMANDES D'EXCEPTION AU MODÈLE HYBRIDE COMMUN POUR LE SERVICE PUBLIC FÉDÉRAL

ISSUE

1. Direction has been given by the Treasury Board Secretariat for all members of the Federal Public Service to return to the office a minimum of 2 to 3 days per week, by April 1, 2023. There is provision for employees to seek an exception to this return to office model in four categories all of which must be reviewed and approved at the ADM level.

BACKGROUND

2. Direction is now available from HR-Civ on the process to request exceptions to the Common Hybrid Model for Federal Public Service (<http://hrciv-rhciv.mil.ca/en/hybrid-work-exception-process.page>). Form D4895 is to be completed and signed by the employee and their manager.

Exceptions under the first three reasons must be reviewed and approved by the ADM:

1. Employee was hired to work remotely full-time **before** March 16, 2020.
2. Indigenous employee whose location is critical to their identity to work from their community.
3. Employee works remotely 125 km or more from their designated worksite.

Exceptions for the fourth reason are to be reviewed by the Cohesion and Compliance Committee, and the committee will make a recommendation to the ADM on whether to accept or reject the request.:

4. Exemptions for a limited or longer timeframe to be determined on a case-by-case basis.

In all cases, the requests are to be approved by the member's manager as a first step, and after L1 approval or denial, will be sent to the Compliance and Coherence Committee for tracking and reporting. Supporting documentation must also be included.

DISCUSSION

3. While the actual volume of requests is unknown, initial inquiries from L2s suggest it could be high. As each request must be reviewed and approved by the ADM, the process challenge is to minimize the impact of the additional workload.

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4. For practicality's sake, DMGIS is looking at options to create a series of drop-boxes by exception type where requests can be filed for the ADM's review. L2s would gather all requests at the Business Management Team (BMT) level and submit them to a point of contact in DMGMC who will perform a completeness check and file them in the appropriate drop-box. Once approved or denied by the ADM, the files would be moved to a "finished" drop box, which would then be submitted to the Cohesion and Compliance Committee on a routine basis.

5. Exceptions one through three have clearly defined parameters and are the recommended first order of priority for ADM approvals as supporting documentation should make the decision to approve or not uncomplicated (i.e., a Google Map showing distance from home to place of work for exception 3). As there are no deadlines imposed, the intention would be for the ADM to review these as his schedule permits.

6. While there are some examples of what might constitute reasons for exception four, the process for the ADM is more onerous as he must review each one, have it submitted to the Cohesion and Compliance Committee, who will make a non-binding recommendation, and then approve or deny the request based on the feedback. The intention would be to collect these in a drop-box for the ADM's review once exceptions one through three have been addressed. Unless new direction is received, this too would be based on the time available in his schedule.

7. Though the above process seeks to limit the workload at all levels, it will nevertheless take time to gather and file the exception documentation. Should the volume be as high as predicted, a casual resource in DMGMC may be needed to assist L2 BMTs, perform the completeness checks, and to coordinate the submissions to the Cohesion and Compliance Committee.

CONCLUSION

8. The process detailed above seeks to minimize the burden of the workload and streamline the process at all levels. It also allows for a flexible and moderate pace for reviews and approvals that can be reduced when required by other L1 priorities.

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