

# Sample Check-in and Out Procedures for Working Alone

Written procedures for working alone for \_\_\_\_\_  
(ministry/branch/program name)

|   |                              |
|---|------------------------------|
| Employee Name                                       |                              |
| Supervisor or designate that receives check-in/outs | Public Service Work Location |
| Telework location                                   | Start date                   |

- ☐ The supervisor and employee have reviewed the [Safety Inspection for Working at Home](#) MyHR page
- ☐ The designated work area is free from the hazards listed in the Safe Work Area section on the above page
- ☐ The employee has completed the [Computer Workstation Self Setup E-Tool](#) and can achieve an ergonomically correct setup
- ☐ The employee has received instructions on how to report work related injuries and any new hazards in their designated work area

Employee initials \_\_\_\_\_

Supervisor initials \_\_\_\_\_

## Check-In/Check-Out Frequency

At a minimum, staff who are teleworking from home must check in/check out with their supervisor or designate at the following points in the workday:

- At the start of the scheduled workday.
- Prior to moving or changing work locations (other than locations within the telework site).
- Before leaving for work-related appointments that require leaving the telework site. (The message should include the time and the new work location).
- Immediately after returning to the telework site from the outside appointment.
- At the end of the scheduled workday.
- If staff working from home will be leaving the telework site for a non-work appointment (i.e. attending a dental appointment) they must check out prior to leaving and check in upon return

## Check-In Method

|  |
|--|
|  |
|--|

(Describe how teleworking employee will check in, e.g., email, instant message, phone call, or service provider)

Records of all check-in and outs will be kept for a minimum of two weeks (recommended).

## Missed Check-in or Out

1. If the teleworking employee misses a check-in/check-out the supervisor or designate will wait a maximum of 10 minutes and then attempt to contact the employee using

\_\_\_\_\_  
(Describe method, e.g., email, work cell phone, Skype, Teams, etc. List all methods)

2. If the supervisor or designate is unable to contact the employee within 30 minutes of the missed check-in or out, the supervisor or designate will use all of the employee's personal contact information provided in the Telework Agreement, office contact lists, or Employee Self Service.
3. If the supervisor or designate is unable to contact the employee after a maximum of 15 minutes, they will then contact local law enforcement for a wellness check.

The teleworking employee is expected to make sure any emergency communication channels used for teleworking such as land lines, mobile phones, instant messaging (IM), or emails are easily accessible and can be answered if required.

## Review

These procedures will be reviewed annually along with the Telework Agreement, or if there is a change in work arrangements affecting the worker's well-being, or if the reporting system is shown not to be working effectively.

## Acknowledgment

I have reviewed these procedures and believe the check-in intervals and procedures are adequate. The telework employee acknowledges that not following these check-in/check-out procedures is grounds for cancelling the telework agreement.

Additional comments, if any:

(add comments)

\_\_\_\_\_  
Worker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date