



Chapter 4 - Area of Selection

Area of Selection and Telework

[Definitions](#) | [Roles and Responsibilities](#) | [Examples](#)

Definitions

In order to ensure that all candidates are properly screened, when the area of selection includes where a person is employed, it is necessary to define what constitutes a workplace for people who telework. The Treasury Board policy on telework defines "designated workplace" as follows:

"the employee's designated workplace or business address where the employee would work if there were no telework situation"

This definition gives teleworkers a status equivalent to that of other workers who do not telework.

The Public Service Commission uses this same definition when determining whether candidates who telework are eligible for open competitions.

Roles, Responsibilities and/or Authorities

The roles, responsibilities and/or authorities of the various parties (candidates, PSC human resources officers and recruiting departments) described under [Area of Selection and Residence](#) also apply to area of selection and telework.

Examples

i) Open to "persons residing in X". A candidate teleworks from his or her residence, which is within the area of selection, but his or her designated workplace is not.

Eligible: The person is eligible by virtue of his or her residence, which is within the area of selection. The designated workplace is not relevant in this case.

In all of the following examples, the area of selection is open to "persons residing or employed in X".

ii) The candidate teleworks from his or her residence, which is within the area of selection, but his or her designated workplace is not.

Eligible: The person is eligible by virtue of his or her residence and not by virtue of his or her workplace, which is not within the area of selection.

iii) A candidate teleworks from his or her residence, which is not within the area of selection,

but his or her designated workplace is.

Eligible: The person is eligible by virtue of his or her designated workplace.

iv) Neither the candidate's residence nor designated workplace is within the area of selection, but the candidate teleworks from a location that is.

Screened out: The teleworker must be treated like any other person and cannot receive any undue advantage. According to the definition of designated workplace (where the employee would work if there were no telework situation), the person is not eligible because his or her designated workplace is not within the area of selection.

v) A candidate does not reside within the area of selection but works from his or her residence for a number of companies whose offices are located in different cities within the area of selection.

Note: If the candidate is working on contract for each of these companies, his or her workplace would, in all likelihood, be his or her place of residence. Therefore, he or she would not be eligible because his or her residence (which is also his or her workplace) is not within the area of selection.

If the candidate is working on contract for each of these companies and occasionally goes to the companies' premises to attend meetings, discuss projects or review files, for example, he or she would be considered only to be visiting clients. The person would not be eligible because his or her residence (which is also his or her workplace) is not within the area of selection.

If the candidate is an employee of each of these companies and has a designated workplace, he or she is eligible by virtue of the designated workplace, because each of these companies is within the area of selection.

vi) A candidate does not reside within the area of selection. The person owns a company, which is operated from his or her residence and provides services in various geographic locations. At the time the competition is announced, he or she has clients within the area of selection.

Not eligible: The person is not eligible because neither his or her residence nor his or her designated workplace is within the area of selection. The fact that the person provides services at various locations within the area of selection does not make him or her eligible because, if asked to provide the address of his or her workplace, he or she would give the address of his or her residence.

vii) A candidate is employed by company XYZ. The person works from his or her residence, which is not within the area of selection, and visits clients in geographic zone X, which is within the area of selection. The person does not have an on-site workplace on the company's premises, which are located in the United States.

Screened out: The person is not eligible because his or her residence, which is also his or her workplace given that he or she has no workplace on the company's

premises, is not within the area of selection. The fact that he or she visits clients within the area of selection is not pertinent because he or she is not employed by these clients.

[TOP OF PAGE](#)

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