



Remote Work Plan

This Plan follows Senior Management Team approval of an employee's Remote Work Application and is to be initially completed by the employee and then finalized with the manager. Signed Remote Work Plans are sent to Human Resources, with the employee and the manager retaining their respective copies.

Employee Information			
First Name:		Last Name:	
Job Title:		Division:	
Employee ID #:		Application has been approved for:	Choose an item.
Email Address:			

NOTE: All remote work positions require periodic attendance on campus.

Supervisor/Manager Information

First Name: _____ Last Name: _____
Job Title: _____ Division: _____
Email Address: _____

Employee Attestation

I confirm that I understand and will comply with the terms and conditions in Attachment A and that failure to comply with same will result in termination of my remote work plan. Choose an item.

Additional Items

<i>Any additional requirements that are specific to a job or a department:</i>



Employee Name (Print):

Employee Signature:

Date:

Timelines *(Completed by Manager)*

Confirmed Start Date:

Manager Name (Print):

Manager Signature:

Date:

REMOTE WORK PLAN – ATTACHMENT A



Employee Name:	
Employee Number:	
My remote workspace is a designated workstation in my remote work location, that is private, quiet, not subject to foreseeable distractions and interruptions, and conducive to performing my regular work tasks.	Choose an item.
My remote work location is safe and ergonomically sound.	Choose an item.
My remote work location allows me to meet required security and confidentiality protocols, including the ability to protect the College’s intellectual property.	Choose an item.
I will periodically be required to be physically present on campus, with short notice (typically at least 24 hours’ notice).	Choose an item.
I may periodically be required to work entirely on campus for a period of time as circumstances require, and it may be on short notice (normally at least three weeks’ notice other than in exceptional circumstances).	Choose an item.
I am responsible for maintaining reliable internet and phone service capable of meeting the requirements of my position, at my own expense.	Choose an item.
I am responsible for complying with all existing terms and conditions of employment, including collective agreements where applicable, and all College Policies and procedures, just as I am when I work on campus.	Choose an item.
I am responsible for working my designated/approved work schedule and to be available during those hours when working remotely.	Choose an item.
I am responsible for maintaining dependent care arrangements to ensure all normal work requirements can be met while working remotely. I understand that remote work is not intended to be used to provide active dependent care.	Choose an item.
I have read and understood the Remote Work Policy and Operating Procedure, including but not limited to provisions relating to review and termination of remote work arrangements.	Choose an item.

Note: Any items above marked Not Confirmed require further discussion and may impact the remote work opportunity if they cannot be effectively resolved.