**Remote Work Plan**

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| **Employee Information** | |
| First Name: | Last Name: |
| Job Title: | Division: |
| Employee ID #: | Remote Work approved:  Choose an item. |
| If approved for a specific period, start and end date(s): |  |
| Email Address: |  |

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| **Supervisor/Manager Information** | |
| First Name: | Last Name: |
| Job Title: | Division: |
| Email Address: |  |

**Terms & Conditions**

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| 1. Attachment A – all terms and conditions included in Remote Work Application |
| 1. Any additional requirements specific to a job or department as outlined below. |
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| I understand and agree to the above terms and conditions, inclusive of Attachment A, and that failure to comply with same may result in the termination of my Remote Work Plan. |
| Employee Signature: |
| Date: |

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| MANAGER:  Confirmed Start Date: |  |
| Manager Signature: | |
| Date: | |

**Attachment A**

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| My remote workspace is a designated workstation in my remote work location, that is private, quiet, not subject to foreseeable distractions and interruptions, and conductive to performing my regular work tasks. |
| My remote work location is safe and ergonomically sound. |
| My remote work location allows me to meet required security and confidentiality protocols, including the ability to protect the College’s intellectual property. |
| I will periodically be required to be physically present on campus, with short notice (typically at least 24 hours’ notice). |
| 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). |
| I am responsible for maintaining reliable internet and phone service capable of meeting the requirements of my position, at my own expense. |
| 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. |
| I am responsible for working my designated/approved work schedule and to be available during those hours when working remotely. |
| 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. |
| 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. |