Remote Work Agreement Template

This Agreement is made in accordance with Red River College Polytechnic’s [Remote Work Policy](https://www.rrc.ca/legal/policies/remote-work/) (Policy #) and associated [Procedures](https://www.rrc.ca/legal/policies/remote-work/procedures/). The assessments required under the Policy must be completed prior to the execution of a remote work agreement. Please review and ensure the necessary forms have been completed prior to signing this agreement:

* Departmental Assessment Form (completed by manager)
* Employee Remote Work Request Form/Manager Assessment (completed by employee and manager)
* Remote Workplace Safety Checklist

All remote work arrangements must comply with Policy (#) and the Procedures and this document, which includes (but is not limited to) the following conditions:

* Remote Work arrangements are not considered an entitlement. All remote Work arrangements require the manager’s prior approval.
* All existing terms and conditions of employment as set out in the Collective Bargaining Agreement, and/or the Employee’s Employment Agreement, including but not limited to the position description, salary, benefits, vacation, sick leave and overtime pay, remain the same as if the Employee worked exclusively at the College Worksite.
* Remote Work Agreements will offer flexibility to Employees where feasible and appropriate, however changing needs and circumstances may call for changes to or termination of the Remote Work Agreement at the College’s sole discretion.
* Employees are required to give full attention to the assigned work during scheduled work hours and perform job duties to the same standard and with the same professionalism as would be expected in the on-campus environment.

**Employee Acknowledgement**

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| I have reviewed, acknowledge, and understand the Remote Work Policy and Procedures as they apply to this Remote Work Agreement. | | |
| Employee Signature\* |  | (Print Name) |
|  | |  |
| Position/Title |  | Date |

**Remote Work Agreement**

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| --- |
| **Employee Name**: |
| **Employee Number:** |
| **Position Title**: |
| **Excluded or Union/Bargaining Unit Employee**: |
| **Part-time or Full-time Employee:** |
| **Full Time Equivalent - FTE (e.g. 1.0, 0.5):** |
| **Manager Name & Title**: |
| **Department:** |

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| ***The employer and employee agree to the following:*** | | | | |
| 1. **Date/Duration of Agreement** | The Employee’s remote work arrangement will be implemented starting on **(*mm/dd/yy)*:**  The remote work arrangement shall be for an initial period of **(X months**).  The arrangement may be continued after this period, following a review of its effectiveness in terms of meeting the objectives and principles of the [Remote Work Policy](https://www.rrc.ca/legal/policies/remote-work/), including meeting operational requirements and performance outcomes expected of the position. After the initial period, the arrangement should be reviewed on at least an annual basis. | | | |
| 1. **Termination of Agreement** | The arrangement may be terminated by either the Employee or the Employer, by providing written notice. If applicable, the notice period shall be consistent with the terms of the collective bargaining agreement. | | | |
| 1. **General Terms** | Remote work results only in a change to the work location of an Employee. Other aspects of the employment relationship – including employee benefits, entitlements, responsibilities, salary administration, and the application of terms and conditions of employment, collective agreements and workplace policies – remain unchanged.  The remote work arrangement does not alter the Employee’s hours of work. Any overtime worked requires the Manager’s prior approval.  This arrangement is not transferable and must be reviewed if the Employee assumes another position. | | | |
| 1. **Work Duties and Responsibilities** | The Employee will be performing the duties as described in the position description.  The Employee shall be available (accessible for meetings, calls, etc.) during the specified work hours, exclusive of lunch periods or scheduled breaks.  The Employer and Employee shall maintain regular communication, including discussing any questions, concerns, and potential changes or revisions. The Employer agrees to provide ongoing feedback on the Employee’s performance. | | | |
| 1. **Remote Work Schedule** | The Employee’s remote work schedule shall be as follows:  Days worked at the remote work location:  Mon Tues Wed Thu Fri    Days worked at the College’s campus worksite:  Mon Tues Wed Thu Fri    Additional details/comments on agreed to work schedule: | | | |
| 1. **Remote Work Location** | Official Campus Worksite Location (if applicable)\*  Approved Remote Work Location(s):        Employees agreeing to a Blended Remote Work arrangement (work remotely 60-80% of the time) acknowledge that they will not have a fixed office or desk on campus. Refer to the [Remote Work Policy](https://www.rrc.ca/legal/policies/remote-work/) for descriptions of the types of remote work. | | | |
| 1. **Occupational Safety and Health** | The Employee agreestomaintain a designated and dedicated workspace that meets occupational safety standards for the home office and office ergonomics. The Employee has completed the Remote Workplace Safety Checklist and implemented any necessary modifications, and understands the responsibilities set out therein.  The Employee understands that WCB liability for work related accidents will continue to apply during the remote work arrangement.  The Employer will not be responsible for any non-work related injuries that may occur at home. Compensation will be limited to the approved remote work times and will be limited to designated remote workspace.  The Employee agrees to follow safe work practices and to promptly report any work-related accident that occurs at the remote work location to their Manager or Safety and Health Services ([safety@rrc.ca](mailto:safety@rrc.ca)). | | | |
| 1. **Costs** | Remote work arrangements should not generate additional net costs for the Employer. Remote work arrangements are voluntary, and most expenses related to setting up and maintaining an Employee’s home office are the responsibility of the Employee.  The Employer will supply the Employee with the essential equipment required for the performance of their job responsibilities (such as a laptop and peripherals), as determined by their Manager. In most cases, one set of essential equipment shall be provided. | | | |
| 1. **Childcare/Family Care** | The Employee must ensure that dependent care arrangements are in place and that personal responsibilities are managed in a way which allows them to successfully meet their job responsibilities. Remote Work is not a substitute for dependent care. | | | |
| 1. **Insurance** | The Employee will ensure that remote work (i.e. operating a home office) does not breach the terms of their household insurance policies.  The Employer will not be liable for damages to an Employee’s remote workspace and personal property. | | | |
| 1. **Tax Implications** | Work from home, and/or having a home office may have tax implications for the Employee. The Employee is responsible for work with the Canada Revenue Agency to get the information they need. | | | |
| 1. **Municipal/Regional/ District Requirements** | The Employee must ensure that the remote work location does not violate municipal or regional district bylaws and regulations. The onus is on the Employee to determine what, if any, bylaws or regulations may apply.  The Employee must ensure that the remote work arrangement does not contravene any rental or lease agreements. The onus is on the Employee to determine their obligations under rental or lease agreements. | | | |
| 1. **Compliance with College Policy** | The Employee must comply with all College policies and procedures, including but not limited to the Remote Work Policy and Procedures, and all policies, procedures and direction related to occupational safety and health, IT security, and privacy. All College policies are available at [www.rrc.ca/legal](http://www.rrc.ca/legal) | | | |
| Agreed to by Employee: | | | | |
| I have read and agree with the above Remote Work Agreement. I fully understand the duties, responsibilities, obligations and conditions for remote work expressed in this document. I also understand that these are in addition to my normal duties, responsibilities and obligations as an Employee of Red River College Polytechnic. | | | | |
| Employee Signature\* | | |  | (Print Name) |
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| Position/Title | | |  | Date |

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| --- | --- | --- | --- |
| Agreed to by Manager: | | | |
|  | | | |
| Manager’s Signature\* | |  | (Print Name) |
|  | | |  |
| Position Title |  |  | Date |

cc. *Human Resource Services*