

Section 1: Employee Information

Employee Name:

Employee Title:

Department:

Supervisor Name:

Remote Office Location:

Agreement Start Date:

Agreement Trial Period:

Proposed Agreement End Date (If Trial Period Successful):

Reason for Request:

Section 2: The Employer and the Employee agree to the following:

This Agreement, effective [date], is between [employee name] (“Employee”) and The Board of Education of School District #45 (West Vancouver) (“Employer”). The Agreement terms and conditions are as follows:

1. **Scope of Agreement:** Employee’s participation in a remote work arrangement is entirely voluntary, and is available only to eligible employees, at the Employer’s sole discretion. Employee agrees to comply with all existing job requirements as now are in effect as would ordinarily be expected of the employee at the Employer’s physical worksite(s). This Agreement is not a contract of employment and may not be construed as such.
2. **Duration, Termination or Modification of Agreement** - This Agreement shall be in effect for the dates indicated above and the duration shall be established by the Supervisor/Manager. A lack of compliance with the terms of this Agreement and lack of accountability while working remotely will be grounds for the termination of this Agreement. The Employer has the right to terminate the Agreement at any time.
3. **Employment Terms & Conditions** - Employee understands that their duties, obligations, responsibilities, and the terms and conditions of employment with the Employer remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Employee salary and benefits remain unchanged during the term of the Agreement. It is understood by both parties that this Agreement does not constitute an employment contract, and is not intended to subvert or alter the terms of any collective agreement applicable to the Employee.
4. **Remote Work Administrative Procedure:** Employee has received, read and understood the terms of the Employer’s Remote Work Administrative Procedure, which is set out in **Appendix A** and the terms of which are incorporated into this Agreement, and agrees to abide by its terms during the term of this Agreement. Employee understands that failure to abide by the terms of the Employer’s Remote Work Administrative Procedure may result in the termination of this Agreement, and where appropriate, may result in discipline up to and including termination of employment.
5. **Remote Office Work Location:** [Insert: Address, Personal Phone, Email]
6. **Remote Workplace:** Employee agrees to have a designated workspace within Employee’s remote office work location so they can effectively work remotely.
7. **Occupational Health and Safety:** Employee agrees to the following occupational health and safety measures:
 - a. to maintain the remote workspace in a safe and ergonomically sound manner, free from safety hazards;

- b. to utilize and complete the safety checklist provided in **Appendix B** and provide it to their supervisor/manager (or designate) prior to commencing remote work;
 - c. to make their remote workspace available to the Employer to make onsite visits to ensure that the workspace is safe and free from hazards;
 - d. to provide periodic safety or inspection reports to the Employer upon request;
 - e. to develop remote office work location protocols for evacuating from the workspace to a safe location if needed and how to contact the Employer in case of emergency;
 - f. to follow safe practices, and report all work-related injuries, incidents or accidents to their manager within 24 hours or at the earliest reasonable opportunity;
 - g. to follow the Employer's policies with respect to working alone or in isolation; and
 - h. to check in with their supervisor/manager at the start and end of every shift.
8. **Working Hours:** Employee agrees that their normal work hours will not change due to working remotely and that they will continue to record their remote hours work hours based on the procedures and expectations determined by the supervisor. Employee agrees that they are expected to be available by telephone and email as if they were working at their regular worksite. The Employee further agrees that each remote day, the employee will have a conversation with their supervisor about the tasks to be completed during the day. At the end of the work day, the Employee will have another conversation with the supervisor to discuss what work was actually accomplished during the day and whether additional supports are needed to accomplish tasks.
9. **On-Site Reporting:** Employee agrees that they will be available to report to the Employer's worksite on days which they would otherwise be working remotely, as and when required by the Employer to attend meetings, training or other events. Advance notice of on-site reporting will be provided by the Employer whenever possible.
10. **Expenses:** The Employer will reimburse the Employee for necessary and pre-authorized work-related expenses related to remote work.
11. **Confidentiality:** The Employee agrees to abide by the security and confidentiality provisions in the Remote Work Administrative Procedure, and any other Employer policies, including ensuring all Employer documents and work-related materials are kept safe and secure. The Employee agrees to immediately report any potential or actual breach of security of information or any damage that may occur to Employer property while in the possession of the Employee working remotely.
12. **Return of Property:** Employee understands that all equipment, information, documents records, and materials provided by the Employer remain the property of the Employer; and Employee agrees to return Employer equipment, records, and materials within 5 working days of termination of this Agreement.

Section 3: Execution

I have read and agree to abide by the above contents of this Remote Work Agreement. I fully understand the duties, responsibilities, obligations and condition for remote working expressed in this document.

Employee Signature:

Date:

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The above-named employee is granted approval to participate in a remote office work plan in accordance with the agreement set forth above.

Manager Approval/Signature:

Date:

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