



# Telework Agreement

BETWEEN

\_\_\_\_\_  
(the Employee)

AND

\_\_\_\_\_  
(the Employer)

The Employer and the Employee will follow the terms and conditions as set out in the Public Schools Branch Telework Procedures and agree as follows:

**Schedule**

- 1 (a) The Employee’s work schedule will be as follows:
  - (i) Period of telework from     m    d    yr     To:     m    d    yr
  - (ii) Start and end time of the work day \_\_\_\_\_
  - (iii) Details around the telework arrangement which may include the days per week, location, hours, other arrangements/considerations, etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (b) Telework Agreement Review Plan \_\_\_\_\_
- (c) This agreement is subject to amendment or termination by the Employer at its discretion by giving 14 days’ notice or in the form of a written request from the employee.

**Employee status**

- 2 The employee’s status, eligibility for authorized overtime, obligations, benefits and entitlements are not altered by this Agreement. Overtime should be pre-authorized by the Employer.

**Home office**

- 3 The telework site location of the Employee is: \_\_\_\_\_  
Telework Site Address: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

**Home renovations**

- 4 The Employee is responsible for all costs associated with home renovations and/or electrical upgrades required for a telework site.

## APPENDIX B

- Safety**
- 5 The Employee agrees to maintain a designated workspace that meets the Employer's normal workplace occupational health and safety standards for the telework site. Expectations of the employer must be signed off on and agreed to by the Employee.
  - 6 The Employee agrees to promptly report all work-related incidents and accidents to the supervisor.
  - 7 In-person meetings are not to be held at the telework site for liability reasons.
- On-site visits**
- 8 The Employee agrees to make the telework site accessible for on-site visits by a designated safety consultant for related matters.
- Insurance**
- 9 The Employee agrees to carry \$1,000,000 of general liability insurance (\$2,000,000 is recommended). Costs associated with this coverage are the responsibility of the employee. The Employee is responsible to advise their insurance company of the telework arrangement, and provide confirmation of adequate coverage to the Employer.
  - 10 The Employer's insurance coverage does not extend to equipment and furniture owned by the employee.
- Family responsibilities**
- 11 The Employee agrees to have arrangements in place for regular dependent care.
- Equipment**
- 12 The Employer will provide equipment as follows:  
Item: \_\_\_\_\_ Serial #: \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_
- Security**
- 13 The employee must sign the Public Schools Branch Staff Acceptable Use Agreement for Government Provided Technology and the VPN Government Request form and adhere to the indicated provisions at all times.
- Technical support**
- 14 A dedicated LAN connection or a password protected wireless connection must be used. ITSS will provide the service necessary for the installation, upgrading, maintenance and removal of hardware, software, virus protection and peripheral equipment. Service will be provided remotely when possible, or may require the employee to bring the device to a government location.
- Costs/expenses**
- 15 The Employer will supply or pay for the following costs and service charges associated with the telework site (e.g. office supplies, courier, and work related telephone expenses).
  - 16 All telework site-related expenses must be pre-authorized and supported by receipts by the supervisor.
  - 17 The Employer is not responsible for any costs not specified in this agreement.
- Travel expenses**
- 18 The Employee is eligible for travel expenses as outlined in the Treasury Board Policy Manual and applicable collective agreements.
  - 19 The Employee is responsible for any costs associated with travel to the designated work site, including trips to and from the designated work site, on any of the telework site work days.
- Amendment**
- 20 Withdrawal from the telework agreement or any revisions requested is required to be in writing to the Employer.
  - 21 Notwithstanding clause 20, this agreement automatically terminates when the employee moves to a new position.

**APPENDIX B**

**Additional conditions (as agreed to by employee and supervisor).**

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Date

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Employee

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Supervisor

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Date

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Director of the Public Schools Branch

**Original – Employee Personnel File    Copy – Employee    Copy – Supervisor**