

**Remote Work Agreement**

A remote work agreement must always be drawn up in writing if regular and/or recurring remote work lasts for at least a month. There may be a need to draw up an agreement for short-term remote work in some circumstances. A remote work agreement is not required for accommodations under Human Rights Legislation.

Parties	Employee Name:
	Position:
	Workplace Address:
	Supervisor:
Remote Work Location	Employee's Home (enter address):
	Other Location (enter address):
Remote Work Arrangement Period of Validity and Method of Implementation	The Remote Work Agreement is valid for a fixed term (indicate dates): Start date: End date: The arrangement cannot be longer than 12 months.
	Enter the method of implementation here: (e.g., once a week, x days per month, etc.). The employee and their supervisor/manager must always agree on remote workdays together in advance.

	Onsite visits at the APSEA Centre or APSEA designated office location may be required for the purpose of attending face to face meetings or professional learning, retrieving equipment and other APSEA property in the event of an employee’s illness, end of employment or any other extraordinary event.
Working Hours	Enter working hours here (either according to a collective agreement or according to separate agreement):
Termination of the Remote Work Agreement	Remote work arrangements can be terminated by the employee with a period of notice of 7 days. Remote work arrangements can be terminated at any time at the discretion of the employer provided a plan, with reasonable timelines, for the employee’s return to the APSEA designated work location has been put in place.
Terms and Conditions of Employment	In cases where the employee is a member of a bargaining unit, the terms and conditions of employment are determined according to the applicable collective agreement. In addition, the Remote Work Policy and Remote Work Procedure are to be followed when in a remote work arrangement. *The Remote Work Safety Checklist is to be completed and submitted with the Remote Work Agreement.
Communication, Monitoring and Reporting	Reachability, communication and possible progress of work.
Work Equipment	The employee has the following equipment acquired by the employer at their disposal (please list):

Reimbursement of Costs	Subject to APSEA Remote Work Policy, Remote Work Procedure, Travel Policy, and Travel Procedure
Obligations Related to Remote Work	The employee's work-related obligations are the same for remote work as for work done on the employer's premises.
Other Regulations	The APSEA Remote Work Policy, Remote Work Procedure, and APSEA Acceptable Use of Computers, Email and Internet Policy shall be followed as part of this agreement.

Employee's Signature

Date

Supervisor/Manager's Signature

Date

The signed agreement will be forwarded to Human Resources and stored in the employee's personnel file.

Rev: June 2021