

Checklist for Temporary Remote Working COVID-19

EMPLOYEE NAME: _____ **EMPLOYEE ID #:** _____

EMPLOYEE Position: _____ **SUPERVISOR:** _____

ITEM	ACTIVITY	READ	
		Supervisor	Employee
1. Work Duties and Responsibilities and Scheduled Hours	Ensure you and your employee are clear as to the employee’s work duties and responsibilities while working remotely. Set out below: <ol style="list-style-type: none"> 1. the hours and specific work days of the week you expect the employee to work during this remote working arrangement. 2. the duties they will be performing. 3. length of temporary arrangement. 		
2. Remote Work Location	Address (including City and Postal Code): Phone contact info:		

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ITEM	ACTIVITY	READ	
		Supervisor	Employee
3. Employee Status, Benefits and Entitlements	Employee status, benefits and leave entitlements, eligibility for authorized overtime and employee salary are not altered by this agreement and will be arranged / dealt with through existing practices / directives.		
4. Conditions and Terms of Employment	The provisions of all relevant workplace policies and guidelines, legislation, Terms and Conditions of Employment and / or relevant Collective Agreement provisions will continue to apply.		
5. Occupational Health and Safety	<p>WCB liability for work related accidents will continue to apply during the remote work schedule as defined in this agreement.</p> <p>The Employer will not be responsible for any non-work related injuries that may occur while working remotely. Compensation will be limited to approved work times only and will be limited to designated remote workspace.</p> <p>The employee must follow safe work practices and promptly report any work-related accident that occurs at the remote workspace to their supervisor and/or appropriate employer representative.</p>		
6. Incidental Costs	All incidental costs, such as, but not limited to, residential utility costs, cleaning, Internet, phone and so forth are the responsibility of the employee.		
7. Technology, Equipment, Materials and Supports	<p>Review the standards and information set out here:</p> <p>A.3.3 Freedom of Information and Protection of Privacy (FOIPPA)</p> <p>A.3.6 Standards of Employee Conduct & Conflict of Interest</p> <p>B.5.2 Appropriate and Responsible Use of Education and Information Technology</p> <p>B.5.4 Electronic Mail (Employees)</p> <p>B.5.5 Internet of Things</p> <p>Documents used or created are to be saved to One-Drive, SharePoint or Department drives. No documents should be saved to local drives or removable storage devices.</p>		

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7. Technology, Equipment, Materials and Supports continued	Create a list of the equipment the employee will be using during this period of working remotely:		
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These signatures are for the purpose of verifying that the supervisor and the employee have discussed and completed the information set out in this Checklist.

A copy of this Checklist will be placed into the Employee's Personnel file.

Supervisor Signature

Employee Signature

Supervisor - Print name

Employee – Print name

Date signed

Date signed

Once completed, email copy of this document to: HRCentral@vcc.ca