



## Appendix B –Remote Work Agreement Template

### Application Information

Last Name	First Name	Middle Name(s)
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Department/Agency	Division	Section
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Position Title	Position Number	Employee Number
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## **Section A: Information Summary**

Effective as of \_\_\_\_\_, \_\_\_\_\_ (hereafter referred to as the “Department”) and \_\_\_\_\_, employed as \_\_\_\_\_ (hereafter referred to as the “Employee”), agree to enter into a Remote Work Agreement on an indefinite basis **OR** until \_\_\_\_\_, inclusive.

The Government of the Northwest Territories’ (“GNWT”) Remote Work Policy and Guidelines for Remote Work apply.

An original signed copy of this Remote Work Agreement will be placed in the Employee’s personnel file.

## **Section B: Review of Specific Conditions by the Employee and Employer**

### **1. Location / Contact**

The address of the Remote Work Site is:

\_\_\_\_\_.

The telephone number that the Employee will be accessible through while at the Remote Work Site is: \_\_\_\_\_.

*Note: If the information about the Remote Work Site location is not known, the location can be added at a later date. If the Remote Worksite address changes, the employee must notify the supervisor at the earliest opportunity.*

### **2. Work Schedule**

The Employee’s work schedule will be as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

*List hours of work in the appropriate columns. If applicable, include which days will be spent at the Designated Workplace and which will be at the Remote Work Site.*

The Employee should be accessible during the hours indicated on the table referenced above. Any changes to the Employee’s schedule must be approved by their Supervisor.

### **3. Health and Safety Considerations**

- a) The Employee agrees to maintain a defined and secure workspace that meets the corporate and departmental occupational health and safety policies and other safety



regulations that may apply in the jurisdiction to which they have relocated. A completed Health and Safety Self-Assessment Checklist must be attached to this Agreement.

- b) The Employee agrees to promptly report any work-related injuries to their Supervisor.
- c) The Employee agrees to allow the Employer's Occupational Health and Safety ("OHS") Committee or Workers' Safety and Compensation Commission ("WSCC") representatives to access to the Remote Work Site in the event a safety inspection is required, following a serious incident, a near miss, or as directed by a WSCC Safety Inspector.
- d) The Employee agrees that no work-related appointments or meetings will take place at the Remote Work Site without prior written approval from their Supervisor.
- e) The Employee agrees to complete Remote Worksite Health and Safety Inspections and submit them to their Supervisor for review on a regular basis, as required by the Employer. The Supervisor will review the Inspections and forward them to the appropriate OHS representative.
- f) The Employee is familiar with the WSCC Codes of Practice *Working Alone* document and has, in conjunction with their Supervisor, prepared written procedures for ensuring their safety when working alone. *(if applicable)*

#### **4. Care of Dependents and Elders**

To ensure a distraction-free work environment, the Employee will ensure Dependent- and Elder-Care arrangements are in place during hours of work. Should a situation develop where the Employee is unable to make alternate Dependent- or Elder-care arrangements, they will immediately advise their Supervisor to discuss possible options and accommodations.

#### **5. Photograph of Remote Work Site**

The Employee agrees to provide a photograph of the proposed Remote Work Site with the Remote Work Health and Safety Self-Assessment Checklist to ensure compliance with relevant occupational, health and safety regulations and policies.

#### **6. Insurance and Zoning**

- a) The Employee is responsible for ensuring they have appropriate coverage for the Remote Work Site, and is responsible for any payments of insurance premiums. Employer insurance does not cover personal liability of the Employee or equipment owned by the Employee.
- b) The Employee is responsible for ensuring that the Remote Work Site complies with all relevant zoning regulations.



- c) The Employer will not be responsible for any non-work-related injuries that may occur at the Remote Work Site. Compensation will be limited to the approved Remote Work schedule only and will be limited to designated Remote Work Site workspace.

## 7. Equipment and Furniture

All software used by the Employee on Employer computers and handheld devices must be legally acquired and licenced by the Employer, and installed by appropriate Employer personnel. The Department will provide the following equipment:

Equipment/Furniture	Serial Number

The Employee may be required to bring electronic devices to a GNWT location for service in some circumstances.

All equipment provided for remote work shall remain the property of the Employer. All equipment must be returned upon termination of the Agreement. The Employee is responsible for returning the equipment upon the termination of the Agreement.

The Employee will be responsible for all assets belonging to the Employer and will be responsible for the replacement value of those assets that cannot be accounted for.



## 8. Security

The Department and the Employee have discussed and agreed upon security protocols to protect government property, data and communications. Employees must report any incidents of loss, damage or unauthorized access at the earliest opportunity.

The GNWT's information management and information security policies continue to apply including the [Internet Use Policy](#), [Electronic Information Security Policy](#), [Mobile Handheld Devices Policy](#), and all other relevant policies and guidelines.

## 9. Security Protocols

*List specific security protocols that the Employee will adhere to during the Remote Work arrangement (ie, Employee will use a locking filing cabinet to store materials; files will be transported to and from the Remote Work Site in a locked briefcase; Employee will dispose of confidential materials using an approved shredding service; Employee will use a secure file transfer when sending confidential materials electronically; Employee shall follow the [Electronic Information Security Standard](#); etc.)*

All material and files, whether hard copy or electronic are the property of the Employer and must be returned upon termination of the Remote Work Agreement.

## 10. Costs and Expenses

- a) The Department is responsible for paying all reasonable expenses, as determined by the Department, and as required of the position. These costs shall be reimbursed using GNWT-approved procedures for claiming work-related expenses.
- b) Any and all travel expenses incurred by the Employee to personally attend work at the Designated Workplace will be their sole responsibility.
- c) The Employee agrees to assume any additional costs associated with establishing and maintaining the Remote Work Site, which is not limited to but may include renovation costs, connection fees for phone or Internet, and utilities.
- d) If the Employee is required to report to a location away from their Remote Work Site or their Designated Workplace, the Employer is responsible for covering any costs associated with travel. Costs are not to exceed the Duty Travel requirements, as outlined in the Employee's terms of employment, from their Designated Workplace.

## 11. Employment Policies

An employee working out of the territory is subject to the same terms and conditions as applied to other GNWT employees as set out in the [Public Service Act](#), the relevant terms of employment and the [Code of Conduct](#).



## **12. Additional Conditions**

Include any regular meetings at which Employee attendance is mandatory and detail costs responsibilities for travel to these meetings. Detail how the Employee will maintain appropriate contact with their supervisor, colleagues, and clients, including protocols for communication between coworkers and secure file sharing arrangements.

## **13. Evaluation and Renewal of the Remote Work Agreement**

According to the Remote Work Guidelines, evaluation of Remote Work Agreements must be conducted regularly and it is recommended that evaluations take place more frequently at the beginning of the Agreement. The Employee's work will continue to be evaluated based on a regular performance plan, taking into account any specific tasks and deliverables outlined in this agreement. Below is an example Evaluation Schedule:

*An evaluation of this Agreement will be conducted on a monthly basis for the initial six months that this Agreement is in effect. Thereafter, evaluations will take place on a semi-annual basis. This is subject to change at the discretion of the Department.*

On renewal of an agreement, the Employee and Department must reconfirm that the terms of the agreement remain suitable and that the Remote Work Site continues to comply with health and safety requirements.

## **14. Termination of the Remote Work Agreement**

- a) Either party may choose to terminate the Remote Work Agreement upon two weeks' prior written notice, or earlier if both parties provide consent, except where the Department has cause to order immediate termination of employment or this Remote Work Agreement.
- b) At the conclusion of the Remote Work Agreement, the Employee must return to work at the Designated Workplace unless otherwise stated.
- c) Notwithstanding the above, the Agreement automatically terminates if the Employee transfers to or accepts a new position.
- d) Upon termination of the Agreement all property belonging to the GNWT must be returned within 30 days.
- e) Should the Employer provide the above-noted notice of termination of the Remote Work Agreement, the Employee will be required to return to the Designated Workplace to perform the duties of the position. Should the Employee fail to return to the Designated Workplace within 60 days of the notice of the termination of the Remote Work Agreement being delivered, the Employee shall be deemed to have resigned from the position, thus ending the employment relationship effective the day notice of refusal to return is provided or upon the 61st day, whichever is earlier.



## 15. Legislative and Other Related Authority

The *Public Service Act* and Regulations, relevant policies, and Collective Agreement apply to employees working remotely. The Employee agrees to abide by all government/department policies, collective agreements, procedures and legislation, including but not limited to the confidentiality of clients, department information and documentation.



### **Section C: Employee Acknowledgment**

By signing this document the Employee affirms that they have read, understood, and agree to the terms and conditions of this Agreement and the Guidelines for Remote Work, including the duties, responsibilities, obligations and conditions associated with Remote Work.

If applicable, the Employee affirms that they will complete the Health and Safety Self-Assessment Checklist within the 30 day time period in its entirety and provide the document to their department. The Employee understands that failure to provide the Health and Safety Self-Assessment Checklist to the department can and may lead to the refusal of the Remote Work request or termination of the Remote Work Agreement.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

### **Section D: Approvals**

I certify that the Employee is eligible and authorized for Remote Work.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Minister of Finance (*If applicable*)

\_\_\_\_\_  
Date