



## Remote Work Agreement Form

To be used when requesting a Remote Work Arrangement.

As per Administrative Procedure XX – Remote Work, all Eligible Employees must submit a Remote Work Agreement form to their Manager for approval prior to commencing the Remote Work Arrangement.

### Section One: Employee Information

_____	_____	_____
Last Name	First Name	Employee Number
_____	_____	_____
Department	Position	Manager Name

### Section Two: Remote Work Arrangement Details

Dates:

_____	_____
Begin Date	End Date

Location:

_____	_____
Street Address	City, Province, Postal Code, Country

Work Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Section Three: Equipment and Furniture

As per AP XX the Employee agrees to return, in good working order and as soon as reasonably feasible, all District-owned resources used at their remote location upon request or if the RWA is discontinued for any reason. The list of District-owned resources is as follows:

Equipment/Furniture	Serial Number

### Section Four: Employee Acknowledgement

By signing this document, the Employee affirms they have read, understood, and agree to the terms and conditions outlines in the Agreement, as well as Administrative Procedure XX – Remote Work, including the policy, responsibilities, eligibility requirements, administration, and expectations. The Employee agrees to abide by and operate in accordance with the terms and conditions outlined in both documents. The Employee agrees that the sole purpose of this agreement is to regulate the Remote Work Arrangement and it neither constitutes an employment contract nor an amendment to any existing contract.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Section Five: Approvals

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

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date