



ALTERNATIVE WORK ARRANGEMENT REQUEST FORM

When completing an alternative work arrangement plan, employees may wish to develop the plan prior to meeting with their managers so they can provide a draft plan for discussion, or employees and managers may work together to finalize the details of the work plan. Arrangements should include all of the following key items.

It is important to note that not all roles within the University are conducive to alternative work arrangements.

Employee and Location Information:

Name:

Employee ID:

Manager:

Position:

College/Dept.

Email:

Remote Work Location and Address:

Phone Number:

Impact and Considerations:

Outline ways in which in-person support will be maintained, any impact to the department operations, and challenges that may arise (for example, communication with co-workers, students and/or customers, participation in meetings, teamwork, responsiveness) and the solutions you propose.

Preferred Work Schedule (full week schedule, all locations):

Day of Week	Start Time	End Time	Location
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Preferred Start Date:

Manager Comments:

Employee Confirmation and Understandings

- I understand that an alternative work arrangement will not consist of working 100% remotely.
- I understand that I may be required or asked to be in the office for in-person meetings, conferences, or other types of events as determined by my manager.
- I confirm that I have all of the necessary resources available and know how to use them at my remote location to successfully perform work duties.

I have the following at my remote workplace:

- Laptop computer
 - Software – VPN connectivity and Microsoft Teams
 - Reliable Internet access
 - Telephone access (cell phone, video calls, etc.)
 - Multi-factor Authentication (MFA) enabled on my electronic devices
- I confirm that my remote work environment (noise distractions, privacy, etc.) will allow me to meet the requirements of my job duties while working from a remote workplace.
 - I agree to stay current on department and work group events and to facilitate communication with students, customers and co-workers who may need to interact with me while working from remote workplace.
 - I agree to keep my manager informed of progress on assignments and any problems encountered while working from the remote workplace.
 - I agree to arrange my time with the approval of my manager to ensure that caregiving obligations (if any) do not interfere with the performance of my job duties.

- I agree that University-owned resources may only be used for University business. I am responsible for ensuring that all items that I bring to my remote work location are properly used.
 - I agree to take reasonable steps to protect University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality to the same standard as when working at the regular University worksite.
 - I agree to report any data security breaches to my manager as soon as reasonably possible.
- I agree that additional costs incurred due to working at a remote workplace will be at my expense, which may include a larger or additional monitor, keyboard, mouse, carry case, Internet service, incidental cell phone costs, etc.
- I agree that I am responsible for ensuring that the remote workplace is safe, private, and ergonomically suitable.
- I agree that my remote work environment is not for receiving visitors, holding in-person meetings, receiving supplies or otherwise conducting duties with others and that if I need to meet with others I will make arrangements to do so virtually or at the University.
- I agree that in response to cases of injury, theft, loss or other liability, I must allow an authorized agent(s) of the University to investigate and/or inspect my remote work site. The University will provide reasonable notice of inspection and/or investigation.

For all requests, I understand and will abide by the following:

- The decision to approve an alternative work arrangement is based on reasons of departmental efficiency and service effectiveness and is at the discretion of my manager and my College Principal/Library/Unit Head. My manager is not obligated to approve the request.
- Approval and ongoing use of an alternative work arrangement is not a right or requirement. The arrangement is subject to a three (3) month trial period and periodic review (at least twice each year) thereafter. My manager reserves the right to revoke the arrangement if my job performance is adversely affected, the needs of the team/office are not being met, my job description/duties change, or business needs change.
- This alternative work arrangement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment. I remain obligated to comply with all University regulations, policies, and Collective Agreements as applicable.
- Normal processes apply for seeking managerial approval of overtime, vacation, personal days or other absences.
- I am responsible for the loss or damage to my own personal property and the personal property of other individuals in the remote work workplace or the dwelling in which it is located. The University assumes no responsibility for any damage to, wear of, or loss of my personal property.
- Job-related incidents or accidents that occur while working remotely are to be reported immediately to my supervisor. I am required to follow all other University policies and procedures related to reporting a work-related injury/accident. The University does not assume responsibility for injury to any person other than the employee at the remote workplace.

By signing this agreement, I confirm that I have reviewed, understand, and agree to abide by the terms in Victoria University's *Guidelines for Alternative Work Arrangements* and department policy and provisions, which include but are not limited to the topics covered in this agreement.

Employee Signature

Date

Manager Signature

Date

Term of the Alternative work arrangement (to be completed by manager upon signing the form):

Start Date:

End Date:

Unit Head Signature

Date