

Section: PS 806-C

Remote Work Arrangement

Appendix C

Last revised: January 31, 2022
Last reviewed: January 31, 2022
Next review: January 31, 2023

REMOTE WORK ARRANGEMENT

(to be completed by the manager and signed by the employee)

Employee Name: _____

Employee Position: _____

Ministry, Division and Branch: _____

Email: _____

Business Phone: _____

Headquarters Building Address (include municipality and postal code):

1. Remote Work Location

Private Residence: _____ Yes _____ No

2. Remote Work Schedule (include days of the week and hours of work)

3. Term

Remote work will start on: _____

Remote work will end on (if for a specified term): _____

4. Home Upgrades

The Employee shall be responsible for all upgrade costs required for a remote work office other than as noted below (indicate if nil; any costs outside regular employer responsibilities as outlined in the Remote Work policy must be pre-approved by the Permanent Head or designate):

Section: PS 806-C

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5. Travel Expenses (if different than PS 806 Remote Work, must be pre-approved by the Permanent Head of designate):

6. Other Costs/Expenses

The Employer will supply or pay for the following costs and service charges associated with the remote work office (any costs outside regular employer responsibilities as outlined in the Remote Work policy must be pre-approved by the Permanent Head or designate):

7. Equipment

The Employer will provide equipment as follows:

Item:	_____	Serial #	_____
Item:	_____	Serial #	_____
Item:	_____	Serial #	_____
Item:	_____	Serial #	_____
Item:	_____	Serial #	_____

The employer-provided equipment and other supplies remain the Employer's property and employee will follow policies with respect to the stewardship of those assets.

The Employee will bring the information technology equipment to a government location for service, as required.

8. Notification of Changes

The Employee will notify the Employer if there is any change in their circumstances that would affect this Agreement (e.g., change of address/residence).

9. Other Terms and Conditions (*any other conditions agreed to by the Employer*)

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10. Employee's Acknowledgement

I understand and agree to the terms of PS 806 *Remote Work* which is attached to and forms part of this document (except as noted above) and that I agree to abide by those terms.

I agree to abide by the terms of this Remote Work Arrangement.

I have read, and will abide by the [Overarching Security Policy](#) and the [User Acceptable Usage Policy](#) and all applicable privacy and security policies, procedures and standards and will take all necessary precautions to ensure the protection of Government of Saskatchewan information in my possession, including the personal information and personal health information of any person.

I understand and agree that this Remote Work Arrangement may be terminated at the discretion of the Permanent Head and that in the event of termination I will be required to transition to my headquarters building as soon as is reasonably practicable and in no more than a four-week period unless agreed otherwise.

Employee's Signature

Date

Copies to be provided to:

- ✓ Manager
- ✓ Employee
- ✓ Personnel file

Attachments:

- ✓ Remote Work Policy
- ✓ Approval Form
- ✓ Safety Checklist
- ✓ Updated Work Plan

Next:

Complete [Remote Work Status Tracking in MIDAS](#) Form and forward to HR Service Center.