

# AGREEMENT FOR TEMPORARY OR REGULAR REMOTE WORK

Effective Date(s): \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Division/Department Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

As part of my employment relationship with ACOG, I, \_\_\_\_\_, agree as follows:  
Employee Name

1. I have read, I understand, and I agree to comply with and abide by the terms and conditions of the ACOG remote work terms and conditions as outlined in this agreement below.
2. I agree that my remote work location is [location]. I agree that I will work from the remote work location (7.5 hours, 5 days per week)
3. I understand that both the remote work relationship and the employment relationship are at will, which means that they are not for a specific term and can be terminated by either me or the Executive Director at any time for any (or no) reason
4. I understand and agree that ACOG has the following performance expectations of me:

## EMPLOYEE JOB RESPONSIBILITIES

(Describe Per Supervisor's Instructions)

5. I understand that my regular work schedule is as follows:

	TOTAL WORK HOURS (E.G., 8:30 A.M. - 5 P.M.)	ON-SITE HOURS (E.G., 8:30 A.M. - 12 P.M.)	PROPOSED REMOTE HOURS
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

## REMOTE WORK TERMS AND CONDITIONS

### 1. EQUIPMENT/TOOLS

The ACOG IT & Facilities Department will provide all necessary tools and equipment for remote working staff to perform their current duties. This may include computer hardware, computer software, voice communication, email, voicemail, connectivity to host applications, and other applicable equipment as deemed necessary. The use of equipment, software, and data supplies provided by ACOG for use at the remote work location is limited to the designated ACOG staff and for purposes relating to ACOG business. The organization will provide repairs to organizational equipment.

**Note: Remote employees may not use their own personally owned computers for ACOG business; remote employees shall not create, store, or access ACOG information or files on personally owned computers unless given express permission by ACOG. ACOG files shall remain on approved ACOG storage locations under the purview of the IT & Facilities Department.**

ACOG generally will not reimburse any home furnishing-related expenses such as construction, renovations, heating/air conditioning, lighting, electricity, or internet connectivity. Employees are responsible for furnishing, equipping, and maintaining their home offices so that they have a safe, secure, healthful, and comfortable work environment and can accomplish their work in an efficient and expeditious manner.

Any equipment and data supplies provided by ACOG to staff for remote work must be returned upon request at the employee's expense. It is the employee's responsibility to protect ACOG equipment while in the employee's care. Items stolen from vehicles or locations where inadequate theft prevention measures were taken must be paid for at the employee's expense.

### 2. DATA SAFETY

The employee has an obligation to protect the data of ACOG, its members and stakeholders. The employee is required to take any offered data and cybersecurity courses before or at the start of their remote work arrangement and to apply appropriate

application and server access protocols to protect the integrity of ACOG data and that of its members and partners.

### **3. WORKSPACE**

The employee shall designate a workspace within the remote work location for placement and installation of equipment to be used while working remotely. Additionally, regular remote staff must adhere to the following conditions:

- Employees must maintain their designated workspace in a safe condition, free from hazards, noise, and other dangers to the employee and equipment.
- ACOG may approve the site chosen as the employee's remote workspace, and the employee is expected to submit three photos of the home workspace to management prior to implementation.
- Materials, files, etc., taken home should be kept in the designated work area at home and not be made accessible to others.
- The employee will absorb costs associated with equipping or maintaining a home office that is not reasonably necessary for discharging job duties.

### **4. OFFICE SUPPLIES**

Office supplies will be provided by ACOG as needed. Out-of-pocket expenses for other supplies will not be reimbursed without prior approval of the employee's supervisor.

### **5. BUSINESS-RELATED MEETINGS AND VISITORS**

Remote workers may not conduct in-person business meetings of any nature or host visitors for business purposes (during business hours) at their homes or remote offices. All in-person business meetings, including meetings with other employees, members, stakeholders, clients, and vendors, must take place at the facilities of either ACOG or the third party.

### **6. TAX IMPLICATIONS**

It is the employee's responsibility to determine any income tax implication of maintaining a home office. ACOG will not provide tax guidance, nor will it assume any additional tax liabilities. The employee is encouraged to consult with a tax professional to discuss any income tax implications of working remotely.

### **7. HEALTH AND SAFETY**

Remote employees should ensure that their home or remote offices comply with the ACOG injury and illness prevention plan, including a properly set up ergonomic workstation. Please review Exhibit A for more information on proper ergonomics. Remote employees must immediately report all work-related injuries they sustain to either their supervisor or Human Resources. Under no circumstance should an employee delay more than 24 hours in reporting a work-related injury, regardless of the severity of the injury.

## **8. TRAVEL TO HOME OFFICE**

Employees who opt for regular remote work must commit to returning to the home office, at their own expense, at least four (4) times in a calendar or fiscal year unless otherwise agreed. If additional visits are required, ACOG will assume the expense and, in those cases, mileage will be reimbursed for distances more than 100 miles from the home office.

## **9. WORKER'S COMPENSATION**

During work hours and while performing work functions in the designated work area of the home, remote working staff are covered by ACOG worker compensation insurance.

## **10. LIABILITY**

The employee's home workspace will be considered an extension of ACOG workspace, therefore, ACOG will continue to be liable for job-related accidents that occur in the employee's home workspace during the employee's working hours.

The organization will be liable for injuries or illnesses that occur during the employee's agreed-upon work hours. The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as before the employee began working remotely.

ACOG assumes no liability for injuries occurring in the employee's home workspace outside the agreed-upon work hours, and is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

## **11. DEPENDENT OR CHILD CARE**

Working remote is not a substitute for dependent or childcare since remote workers will not be available during organizational core work hours to provide the type of quality of attention required in caretaker scenarios.

## **12. COMMUNICATION**

Staff members must be available by phone, email, Skype, Zoom, Teams, etc., or any other designated communication portals determined by his or her supervisor, during core hours. All in-person member and stakeholder interactions must be conducted at the member's site, at an approved shared workspace, or at the ACOG office. Employees must continue to be available for staff meetings and other meetings deemed necessary by management. ACOG will pay work-related voice and data communication charges.

## **13. EVALUATION**

The employee agrees to participate in all studies, inquiries, reports, and analyses relating to his or her remote work experience, as well as remain obligated to comply with all ACOG rules, practices, and instructions.

## 14. ACKNOWLEDGMENT

I hereby acknowledge that I have read the above terms and conditions and discussed them with my manager and agree to the terms and conditions set forth. I further declare that all the above information is accurate.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Supervisor Name

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Name

\_\_\_\_\_  
Executive Director's Name

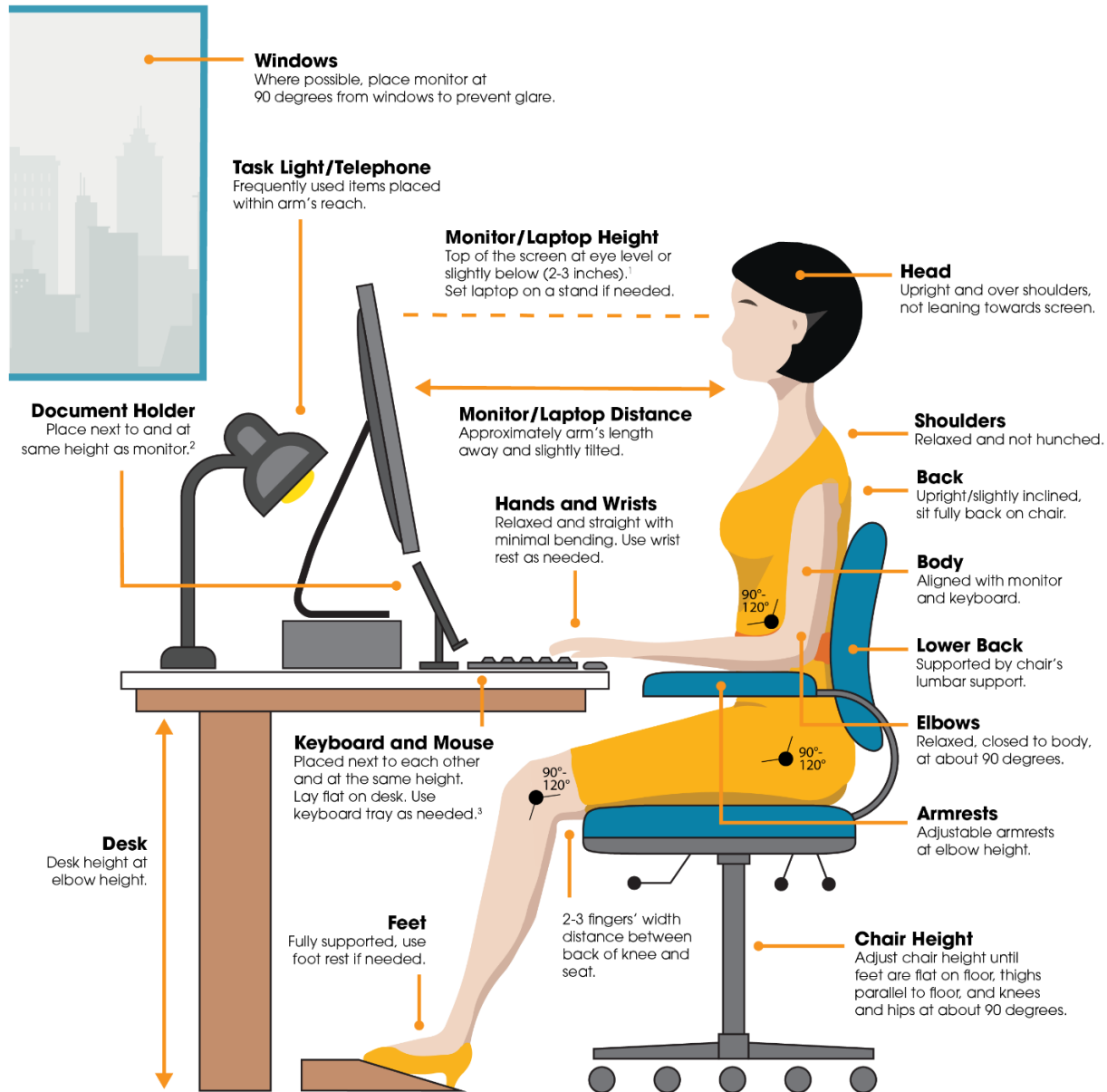
\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# How To Set Up Your Office Workstation



UNIVERSITY OF TORONTO  
Environmental Health and Safety  
Website: <https://ehs.utoronto.ca>  
Email: [ehs.office@utoronto.ca](mailto:ehs.office@utoronto.ca)  
Phone: 416.978.4467

<sup>1</sup> Bifocal wearers may need to have screen set slightly lower.  
<sup>2</sup> If using an inline document holder, place it directly below monitor and tilted towards you.  
<sup>3</sup> If using a keyboard tray, it should be flat or tilted slightly away from you.

<https://ehs.utoronto.ca/our-services/occupational-hygiene-safety/ergonomics/>