

# Sheridan

## Remote Working Agreement

This form is pursuant to the [Remote Work Protocol](#) and is to be completed by the manager in consultation with the employee for any arrangement seeing an employee work more than 7 hours per week remotely for 4 weeks or longer.

**Date:**

A. Parties Details:	
Employee ID #:	Manager First, Last Name and Title:
Employee First and Last Name:	Home Campus:
Employee Job Title:	Division/Department/Unit:

B. Type of Remote Working Arrangement Requested:			
* workplace accommodation arrangements are documented through a separate process found <a href="#">here</a>			
Temporary or Term Specific Effective _____ to _____, inclusive	<input type="checkbox"/>	Ongoing	<input type="checkbox"/>
Remote Location Address: _____			

C. Hours of Working Remotely	
*Notwithstanding article 4.11.2 of the Remote Working Protocol requiring attendance on campus due to operational necessity.	
**Managers and employees can agree to more or different remote hours on a case-by-case basis in writing.	
Day of Week: _____	Time of Day: _____
Day of Week: _____	Time of Day: _____
Day of Week: _____	Time of Day: _____
Day of Week: _____	Time of Day: _____
Day of Week: _____	Time of Day: _____

## C. Position Assessment

The [Remote Work Position Assessment Form](#) has been completed and it supports the agreement.

State any other work characteristics that promote or hinder remote working:

## D. Working Conditions and Safety

Considerations	Confirmed	Action Required/Comments
<b>Floors</b> <ul style="list-style-type: none"> <li>Free of trip, slip and fall hazards</li> <li>Free of protrusions, loose tiles, torn/ ripped carpets</li> </ul>	<input type="checkbox"/>	
<b>Stairs</b> <ul style="list-style-type: none"> <li>Handrail installed and in good condition</li> <li>Clear and unobstructed</li> </ul>	<input type="checkbox"/>	
<b>Exits</b> <ul style="list-style-type: none"> <li>Clear and unobstructed</li> <li>Outside landings, walkways clean</li> </ul>	<input type="checkbox"/>	
<b>Lighting</b> <ul style="list-style-type: none"> <li>Walking/working areas adequately illuminated</li> </ul>	<input type="checkbox"/>	
<b>Ergonomics</b> <ul style="list-style-type: none"> <li>Employee knows and uses ergonomic principles at their workstation as outlined in <b>Setting up the Home Office.</b></li> </ul>	<input type="checkbox"/>	
<b>Equipment/Furnishings</b> <ul style="list-style-type: none"> <li>In safe operating condition</li> </ul>	<input type="checkbox"/>	

### Electrical

Considerations	Confirmed	Action Required/Comments
Power cords in good condition	<input type="checkbox"/>	
Power cords used safely	<input type="checkbox"/>	
Adequate number of receptacles (No overloaded outlets)	<input type="checkbox"/>	



**F. Campus Attendance Availability**N/A 

Notwithstanding the scheduled hours of remote work above, the employee must remain able to attend campus within \_\_\_\_ hours' notice during their normal working hours.

**G. Employee Attestations:**

I have read and agree to all Sheridan policies, including but not limited to the Remote Working Policy, and understand how they apply to my remote work arrangement

I understand my commitments and the commitments of Sheridan related to health and safety in the remote workspace:

Employee Name (PRINT):

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Employee Signature:

Date:

**H. Manager Attestations:**

I have completed all required assessments and have met with the employee to ensure the employee understands the requirements for remote working:

Manager Name (Print):

Manager Signature:

Date:

Manager's Manager Name (Print)

Manager's Manager Signature

Date: