



AD-HOC TELEWORK AGREEMENT

Employee Name: _____ Job Title: _____

Department: _____ Division: _____

Employee Headquarters: _____

Telephone Numbers - Office: _____ Home: _____ Cell: _____

Fax: _____ Work E-mail: _____

Ad-Hoc Telework location (address): _____

Conditions of Ad-Hoc Telework

I, _____, wish to participate in an ad-hoc telework subject to the following conditions agreed to by the employee and the employer:

- The employee understands that an ad-hoc telework is a voluntary arrangement between the employee and the employer.
- The employee further understands that an ad-hoc telework arrangement is not permanent, nor is it a right or a reward. Supervisors / managers have the discretion to limit or prevent ad-hoc telework in specific individual cases based on operational requirements.
- The employee will keep the employer informed of any problems experienced during ad-hoc telework.
- The employee's status, eligibility for authorized overtime, obligations, benefits and entitlements are not altered by this agreement.
- The ad-hoc telework arrangement will automatically terminate when the employee leaves their current position.
- This agreement is only valid for the ad-hoc telework location noted above. Any request for a change in location will require a new agreement.
- The employee understands that an ad-hoc telework arrangement is not available if already part of a full-time telework arrangement via the Flexible Work Arrangements Policy. The ad-hoc telework arrangement may be applicable to those already part of a flex time, compressed work week or hybrid telework arrangement.

Telework workspace

Employees approved for ad-hoc telework must designate a room as workspace within the ad-hoc telework location. The employee shall maintain this room in a safe condition, free from hazards and other dangers to the employee and equipment on ad-hoc telework days. The room must have a door and any materials and equipment taken from the employee's headquarters on an ad-hoc telework day must not be accessible to others.

Family Responsibilities

The employee will have arrangements in place for those dependents requiring full-time care during ad-hoc telework days. The cost of any dependent care is the responsibility of the employee.

Ad-hoc telework is applicable to dependent care situations that: (1) require minimal care or attention, and (2) cause minimal disruption to the employee's work.

Employee and Employer Communications

The employee and employer will establish ongoing and effective communication processes (e.g., e-mail, telephone, etc.) for the ad-hoc telework day.

Ad-hoc Telework Tasks

The employee and employer agree that the duties outlined in the position description must be performed with minimal disruption during an ad-hoc telework day.

Employee Headquarters Attendance

The employee may be required to be in attendance at their headquarters for scheduled meetings, events, training or as requested despite an employee's intent to take an ad-hoc telework day.

The employee is responsible for any costs associated with travel to their headquarters location.

Employee and Employer Review

Meetings between the employee and the supervisor / manager will be scheduled at a minimum of every three months to ensure that there are no operational issues with the ad-hoc telework arrangement. Unexpected operational issues may necessitate more frequent review.

A review of the ad-hoc telework arrangement will be conducted annually. The employee will alert the employer if there are any changes to the ad-hoc telework arrangement as outlined by the Ad-Hoc Telework Agreement, Telework OHS Checklist, Ergonomic Self-Assessment or Working Alone Procedure, as applicable.

Equipment Inventory

The [Fixed Asset Loan Form](#) will be completed for those items with an asset number and approved to be taken home on an ad-hoc telework day. Items without an asset number will be

included below. To be completed by the employee requesting the ad-hoc telework arrangement during the preapproval

Item Description: _____

Item Description: _____

Item Description: _____

Item Description: _____

Use of Equipment

Equipment provided by the employer will be used by the employee only. The sole purpose of the equipment is performing the duties associated with the employee's position. The employee will follow the employer's [policies and procedures](#).

An [IT Considerations Form](#) must be completed and attached to all requests for an Ad-Hoc Telework Agreement prior to submission for final review and approval.

Security

The employee will maintain a designated confidential work space that meets the employer requirements (i.e., room with door). The employee must ensure all CNA security guidelines and standards are followed. Security guidelines and standards include but are not limited to: physical and environmental security; data security; software security; communications security; computer virus protection; and license agreements and copyright protection.

CNA files will be accessed electronically where this option exists. Where this is not possible, formal files will only leave the headquarters following a proper sign-out procedure. Files (e.g., personnel files) that are identified as being prohibited from leaving the headquarters will need to be either scanned or the employee will have to visit a CNA facility to access them.

Technical Support

The employer will provide virtual services necessary for aiding in the setting up of college computers. Any hardware upgrades will have to be done on campus by a Computer Support Specialist (CSS). Software maintenance will be done remotely, if deemed critical, with the CSS connecting to the computer and performing the required maintenance on an ad-hoc telework day. In the event software cannot be installed remotely, the employee will be required to make arrangements with campus IT support to install the software at the relevant CNA facility during a regular work day. Personal devices such as printers and home networks will not be provided or supported by CNA.

Occupational Health and Safety

The employee will maintain a designated workspace at the telework location that meets the employer's occupational health and safety requirements. A [Telework OHS Checklist](#), completed by the employee, must be attached to the Ad-Hoc Telework Agreement. If the risk assessment identifies a working alone scenario, then appropriate actions must be pursued under the [Working Alone Procedure](#).

Workplace NL covers employee injuries or illnesses whether it occurs at the employee's headquarters or the ad-hoc telework workspace. Workplace NL adjudicates and determines benefit entitlements as per their policies and procedures.

The employee will promptly report all work-related injuries and illnesses that occur in the ad-hoc telework workspace to the employer using the incident reporting system and participate in the incident investigation process.

The employee will not hold in-person business meetings at the ad-hoc telework workspace except for reasons associated with on-site OHS visits.

The employee will complete and submit an Ergonomic Self-Assessment to the employer within one week of commencing the ad-hoc telework arrangement.

Costs/Expenses

The employer is not responsible for any costs not specifically included in this agreement.

The employer will not supply or pay for costs and service charges associated with the ad-hoc telework arrangement, such as but not limited to: printers, dedicated phone lines, internet e-mail, courier services, business-related long distance calls, network hook-up, modems and devices for security purposes.

The cost of sourcing appropriate office equipment (e.g., desk, chair, etc.) will be the responsibility of the employee.

Home Renovations

The employee is responsible for any costs associated with home renovations required to accommodate a designated home workspace (e.g., physical installation of walls, doors, electrical upgrades, etc.).

Travel Expenses

Travel on employer business on an ad-hoc telework day is subject to CNA's travel policies / procedures (e.g., approval to proceed on College business directly from their home to a point of call) but travel should be re-scheduled during days of inclement weather such as a snow storm.

Insurance

CNA insurance covers all CNA owned equipment and will protect employees, including employees working from home, for liability arising from their work for, and on behalf of, CNA.

All employees working from home require general liability insurance on their ad-hoc telework location. A copy of a certificate of insurance confirming general liability coverage is required. The cost of any general liability insurance is the responsibility of employee.

Employees working from home will contact their insurance provider to inform them that they are working from home to ensure their 'homeowners' or 'renters' insurance includes liability arising out of business engaged while teleworking.

When speaking with their insurance provider, employees will note that all CNA owned equipment is covered by CNA and does not have to be included on the teleworking insurance plan.

Tax

Employees who work from home may be eligible to deduct expenses when filing their taxes. For a comprehensive list of criteria and eligible expenses, review the Canada Customers and Revenue Agency's Interpretation Bulletin titled: Employee's Expenses, Including Work Space in Home Expenses and T4044 Employment Expenses 2019 – includes forms T777, TL2, T2200, T2200S, and GST370.

Where these requirements are met, the employee can request completion of T2200 and T2200S Forms by emailing: t2200@cna.nl.ca. In signing T2200, CNA is only attesting to the conditions of employment and not determining eligibility for deductions.

CNA has no preference and accepts no responsibility for the manner in which employees complete their personal income tax return with the provision of any information and is not providing any form of tax advice. CNA recommends that employees seek advice from their professional tax advisor if further assistance is required in interpreting any of this information or preparation of personal income tax returns. Alternatively, employees can also seek advice by contacting Revenue Canada at numbers posted on Revenue Canada's website.

On-Site Visits

The employee will make the ad-hoc telework workspace accessible for site visits by employer representatives for safety inspections, as required.

Additional Conditions (e.g., workspace background, dress code, etc.)

Ad-Hoc Telework Arrangement

The employee will abide by all employer [policies and procedures](#), collective agreements (as applicable) and legislation, including but not limited to the confidentiality of all documentation and information.

Notice of Termination of Ad-Hoc Telework Arrangement

The employee or supervisor may terminate the ad-hoc telework arrangement at anytime. Supervisors / managers have the discretion to limit or prevent ad-hoc telework in specific individual cases.

The approval of the ad-hoc telework arrangement is made on an individual basis and it is a *voluntary* agreement between the employer and the employee. The terms and conditions of the Telework Agreement are not subject to any grievance procedure.

Required Documents

- Approved IT Considerations Form
- Copy of certificate of insurance for liability coverage
- Approved Telework OHS Checklist
- Working Alone procedure, as applicable

Employee / Employer Agreement

I have read and understand the Ad-Hoc Telework Agreement. I agree to the conditions outlined in this ad-hoc telework agreement.

I also understand that this telework arrangement can be terminated at the employer's discretion.

Employee Name (print): _____

Employee Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____

Executive Name (print): _____

Executive Signature: _____ Date: _____

Associate Vice-President of Human Resources: (print): _____

Associate Vice-President of Human Resources Signature: _____

Date: _____

cc. Supervisor, Employee File, Compensation and Benefits

September 10, 2021