



Guidelines for Telecommuting Checklist Temporary Work from Home Arrangements - COVID-19

Review and complete the following information with your employees who will be telecommuting.

1. Work Duties and Responsibilities and Scheduled Hours	Ensure you and your employee are clear as to the employee's work duties and responsibilities while telecommuting. Make a note of the hours you expect the employee to work during this telecommuting arrangement.
2. Remote Work Location	Address: City, Postal Code: Phone contact info:
3. Employee Status, Benefits and Entitlements	Employee status, benefits and leave entitlements, eligibility for authorized overtime and employee salary are not altered by this agreement and will be arranged/dealt with through existing practices/directives.
4. Conditions and Terms of Employment	The provisions of all relevant workplace policies and guidelines, legislation, Terms and Conditions of Employment and/or relevant Collective Agreement provisions will continue to apply.
5. Occupational Safety and Health	<p>WCB liability for work related accidents will continue to apply during the telecommuting work schedule as defined in this agreement.</p> <p>The Employer will not be responsible for any non-work related injuries that may occur at home. Compensation will be limited to the approved telecommuting times only and will be limited to designated telework workspace.</p> <p>The employee must follow safe work practices and to promptly report any work-related accident that occurs at the telework (home) office to their supervisor and/or appropriate employer representative.</p>



<p>6. Technology, Equipment, Materials and Supports</p>	<p>Please ensure you and your employee review the standards and information set out here:</p> <ul style="list-style-type: none">• Policy SC14, Acceptable Use and Security of UBC Electronic Information and Systems and• Information Security Standard #06 and• https://it.ubc.ca/ubc-it-guide-working-campus <p>Create a list of the equipment the employee will be using during this period of telecommuting:</p> <ul style="list-style-type: none">•••
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