Checklist for Temporary Work from Home Arrangements due to COVID-19

These are key items that leaders should review, discuss or complete with employees who will be working from home.

Work Duties & Responsibilities and Scheduled Hours

☐ Ensure you and your employee are clear as to the employee's work duties and responsibilities while working remotely. Make a note of the hours you expect the employee to work during this temporary arrangement.

Remote Work Location

☐ Ensure you obtain details for your employee's remote work location:
  o Full address
  o Phone contact info

Employee Status, Benefits and Entitlements

☐ Discuss employee status, benefits and leave entitlements. Eligibility for authorized overtime and employee salary are not altered by this agreement and will be arranged/handled with through existing practices/directives.

Conditions and Terms of Employment

☐ Ensure you and your employee are aware that 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.

Occupational Safety and Health

☐ Discuss WCB liability for work related accidents, which will continue to apply during the work from home schedule as defined in this agreement.

- The Employer will not be responsible for any non-work related injuries that may occur at home. Compensation will be limited to the approved working remotely times only and will be limited to the designated remote workspace.
- The employee must follow safe work practices and promptly report any work-related accident that occurs at the home office to their supervisor and/or appropriate employer representative.

Technology, Equipment, Materials and Supports

☐ Please ensure you and your employee review the standards and information set out by IT Services:
- Remote Study and Remote Work Resources: https://www.sfu.ca/itservices/remote-study-work-resources.html
- Fair Use of Information and Communication Policy GP 24: http://www.sfu.ca/policies/gazette/general/gp24.html
- Information Security: https://www.sfu.ca/itservices/info_security.html

☐ Create a list of the equipment the employee will be using during this period of working from home.