

PROVINCE OF PRINCE EDWARD ISLAND

TELEWORK AGREEMENT

(the Employee)

AND

(the Department)

The Department and the Employee agree as follows:

- Schedule** 2. (a) The Employee's normal work week will consist of:
- (i) _____ as regular office days.
 - (ii) _____ as home office days.
- (b) The above schedule may be altered by mutual agreement of the Employee and the Employee's Supervisor.

3. Core hours shall be: _____
_____.

Employee Status and Benefits 4. The Employee's status, eligibility for authorized overtime, obligations, benefits and entitlements are not altered by this agreement.

Home Office 5. The home office location of the Employee is:

Home Office Address: _____

Phone Number: _____

Fax Number: _____

- Home Renovations** 6. Except as provided in paragraph 18, the Employee is responsible for any costs associated with home renovations and/or electrical upgrades required for a home office.
 - Safety** 7. The Employee agrees to maintain a designated workspace that meets the department’s normal workplace occupational health and safety standards for the home office. A visit may be made by the Provincial Coordinator of Occupational Health and Safety to review health and safety issues.
 - 8. The Employee agrees to promptly report all work-related incidents and accidents to the supervisor.
 - 9. Clients are not to be seen in the telework place for liability reasons.
 - On-Site Visits** 10. The Employee agrees to make the home office accessible for on-site visits by departmental representatives for safety inspections, accident investigation, security and equipment audits and other business-related matters.
 - Insurance** 11. The Employee agrees to carry \$1,000,000 of general liability insurance, costs associated with this coverage are the responsibility of the employee. The Employee is responsible to advise their insurance company of the telework arrangement.
 - 12. The Government of P.E.I.’s insurance coverage does not extend to equipment and furniture owned by the Employee.
 - Family Responsibilities** 13. The Employee agrees to have arrangements in place for regular dependent care.
 - Equipment** 14. The Department will provide equipment as follows:
- | Item: | | Serial # |
|-------|-------|----------|
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

- | | | |
|--------------------------|-----|--|
| Use of Equipment | 15. | The Employee agrees to follow Government’s Portable Computer Endorsed Procedures. |
| Security | 16. | <p>The employee must ensure that minimum IT security standards are followed which includes signing an “Acceptable Use Policy for Computer Systems”.</p> <p>If the employee is taking a government computer outside the government workplace then a “portable computer agreement” must be signed.</p> <p>If the employee is providing their own personal computer for telework than virus software must be used. In some cases the government may require that the hard drive be reformatted at the beginning and end of the agreement.</p> <p>A dedicated connection must be used.</p> |
| Technical Support | 17. | The Department will provide the service necessary for the installation, upgrading, maintenance and removal of hardware, software, virus protection and peripheral equipment. |
| Costs/ Expenses | 18. | <p>The Department will supply or pay for the following costs and service charges associated with the home office (e.g., phone lines, internet email, office supplies, courier, business-related long distance calls, network hook-up, and security adapters for security purposes).</p> <hr/> <hr/> <hr/> <hr/> <hr/> |
| | 19. | All office-related expenses must be pre-authorized. |
| | 20. | The Department is not responsible for any costs not specified in this agreement. |

- Travel Expenses** 21. The Employee is eligible for travel expenses as outlined in the Treasury Board Policy Manual.
22. The Employee is responsible for any costs associated with travel to the office, including trips to the office on any of the “home” work days.
- Agreement Termination** 23. This Agreement may be terminated by either party on 30 days written notice, or earlier by mutual agreement.
24. Notwithstanding clause 23, this agreement automatically terminates when the Employee moves to a new position.
- Amendments** 25. This Agreement may be amended by mutual agreement of the parties.
- Additional Conditions** 26. _____
 (as agreed to by employee and supervisor) _____

Date

Employee

Date

Supervisor

Date

Deputy Minister