

WORKING REMOTELY

Overview

This document ensures that KHSC employees and/or affiliates understand the considerations of working remotely (i.e. offsite).

All employees and/or affiliates of the organization are considered health care workers and are integral to the provision of our essential services. I understand that I can be recalled to the work site at any time should the hospital make the request.

I understand that preserving service delivery to patients and clients supersedes the priority for me to work remotely. The organization may need to prioritize the allocation of technology based on the availability of required technologies and system licenses, as well as based on operational needs. Technology required to deliver hospital services can be recovered at any time by the hospital to ensure ongoing service delivery, possibly requiring me to return to work on site.

If I am working remotely using hospital technology and that technology fails, suffers enough service degradation to affect the practicality of working remotely, or needs to be recovered by the organization for any purpose it sees fit, I agree to return the technology and report to the work site.

I understand that working remotely assumes reasonable access to technology resources (phone, internet, etc.) at my own expense and is expected to perform adequately for me to complete my work with the same quality as when I am on site. Any evidence that this is not that case may require me to return to the work site immediately.

Approvals for working remotely are subject to change based on operational needs. If the approval is revoked for any reason I may be required to return to work on site immediately.

All health care workers, including indirect care workers, may be needed to perform alternate work in the organization. If the hospital identifies the need to have staff readily available to respond to urgent needs, my imminent return to the work site may be necessary.

My manager has discussed with me that my performance and productivity can be monitored and managed remotely. Failure to sustain high performance can result in me being required to return to the work site immediately or be subject to appropriate disciplinary action according to

Agreement Document

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hospital policy.

I have provided assurances reasonable to my manager that an appropriate workstation configuration is in place at the remote work location to enable me to work with minimal risk of injury.

I will provide myself reasonable breaks in my work that are consistent with my usual work patterns when I am on site.

I have provided assurances reasonable to my manager that confidential information can be properly protected in the remote work location which includes **no printing**.

I have provided assurances reasonable to my manager that the remote location will contain limited distractions for me to perform my work.

I agree to take calls relating to my work as seen fit by my manager (including possibly regular check-ins) within the hours of my regular work day.

I understand that I must return any missed phone calls relating to my job within __ minutes.

I understand that, should the hospital require me to return to the work site for any reason, including redeployment, that I will arrive on site within __ minutes.

I understand the agreement above, and commit to the requirements therein as an employee or affiliate of KHSC.

Printed Name _____

Signature _____