Renfrew County Joint Transportation Consortium
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ALTERNATIVE WORK AGREEMENT - PILOT

Between
The Renfrew County Joint Transportation Consortium
Hereinafter referred to as "RCJTC"

And
Hereinafter referred to as "the Employee"

This Alternative Work Agreement does not alter or supersede the terms of the existing employment relationship. The Employee remains obligated to comply with all RCJTC rules, policies, practices and instructions that would apply if the Employee were working at his/her regular RCJTC worksite. All arrangements are subject to the discretion of the RCJTC, and employees will only be permitted to work remotely with pre-approval from their General Manager or designate.

Work Hours and Approvals

- Employees will work their regularly scheduled hours, unless otherwise approved in advance by their General Manager or designate.
- An Employee must be available during the normally scheduled work hours, with the exception of their scheduled lunch or break periods.
- Employees will continue to follow current protocol for absences, vacation leave and sick leave. If Employees are unable to carry out the duties and responsibilities of their position when working from home due to illness or other circumstances, they will follow normal protocol for reporting absences.
- As per current practice, overtime hours will be permitted, but must be pre-approved by the General Manager or designate.

Work Expectations

- Employees are expected to perform the duties and responsibilities of their position as assigned by their General Manager or designate.
- Employees must be able to participate effectively in any virtual meetings.
- Employees must keep General Manager or designate informed on the progress of assignments and reach out for support if needed.

Equipment, Equipment Insurance, Office Supplies

- RCJTC-owned resources may only be used for RCJTC business. The Employee is responsible for ensuring that all items are properly used.
- The Employee agrees to take reasonable steps to protect any RCJTC property from theft, damage or misuse. Depending on the circumstances, the Employee may be responsible for any damage to or loss of RCJTC property.
- The Employee agrees to return, in good working order and in a timely fashion, all RCJTC owned

items used at the alternate worksite upon request or if the alternative work agreement is discontinued for any reason.

Information Handling Requirements

- Employees must maintain the confidentiality of business and Employee information when working from home, including but not limited to information in documents, laptops and cell phones. Employees confirm that such information and related company assets are safe and secure at all times.
- The Employee agrees to save all completed and working copies of their documents on the RCJTC shared network drives.
- All devices utilized for RCJTC use in the home must be provided by the RCJTC.
- The Employee may not duplicate RCJTC-owned software and will comply with the licensing agreements for use of all software owned by the organization.

Alternative Workspace

- Employees confirm that they have a dedicated workspace in their home where they can perform their duties and responsibilities without interruption.
- Employees are responsible for ensuring their workspace is safe and adheres to good ergonomic practices.
- RCJTC will not be responsible for and will not reimburse any operating costs that are associated with employees using their home as an alternate workplace, including but not limited to home maintenance, insurance, utilities or high speed internet.
- Employees must have access to RCJTC systems through internet services and virtual private networks (VPN) in order to work from home.
- Employees must have a dedicated, ergonomically safe workspace, including a desk and office chair (refer to F.05.26.2 Work from Home Safety Checklist for Employees). This is the responsibility of the Employee.

Alternative Work Guidelines

- Employees will continue to be bound by all applicable RCJTC policies, procedures and practices such as but not limited to: P.05.24 Code of Conduct, AP.08.14 Access to Information and Privacy, P.05.19 Use of Computers, Email and Internet and all other applicable policies.
- This protocol is subject to business requirements and may be altered or cancelled, as required, at any time, at the absolute discretion of the RCJTC.
- The RCJTC may make on-site visits to the Employee's work site, at a mutually agreed upon time, to ensure that the designated work space:
    - o is safe and free from hazards;
    - o that the worksite is designed in a way that maintains confidentiality; and
    - o to maintain, prepare, inspect or retrieve RCJTC-owned equipment, software, and supplies.
- In the event that the Employee does not have and/or cannot create a workspace, which is deemed safe and able to maintain confidentiality, the RCJTC may refuse or revoke the Employees alternative work arrangement.
- The Employee must report job-related injuries that occur in the course and scope of employment while working remotely. Any incidents are subject to an investigation including a site inspection. The Employee remains liable for injuries to third parties and/or members of the Employee's family on the Employee's premises.

Acknowledgment and Agreement

I,_____, acknowledge that I have read and understand the Alternative Work Agreement with the Renfrew County Joint Transportation Consortium and all requirements as outlined in AP.05.26 Alternative Work Environments.

Name: _____

Signature: _____

Date: _____

Witness: _____