



Shifting Gears for Employers: E-work Agreement Checklist

To ensure a shared understanding of e-work expectations and procedures, create an **E-Work Agreement**, alongside your E-Work Policy, that both an employee and their supervisor can work through together and sign.

The checklist below features an extensive list of items that can be included. Choose the ones that make sense for your operations!

Job Details & Expectations

- Tasks that can be done at home and those that must be done at the workplace
- Supervision details (ex. contact frequency, feedback, performance, and career development)
- Details on the set-up and maintenance of a dedicated workspace
- Meeting and stakeholder engagement expectations
- Internal communications protocols
- How and where work material will be stored and how to access it
- Scheduling and work assignment procedures

- high-functioning Internet
- good lighting & ventilation
- smoke alarms & carbon monoxide detectors
- access to first aid kit
- cords that are in good condition & are not a tripping hazard
- ergonomic workstation

Policy Compliance

- Employment conditions are the same except where indicated in the e-work policy
- Employee should be familiar and compliant with all policy that applies to remote work

Equipment Support

- A list of supplies provided for the role (e.g., computer, monitor, phone, office supplies, etc.)
- Compensation, if any, for hydro, water, personal cell phone data, Internet, etc.

Contact Information

- Employee's home office contact information and emergency contact for employer

For information on active and sustainable commuter options visit www.greenup.on.ca/shiftinggears

