



## Work From Home Request Form

Date of Request:

Employee Name:

Position:

Manager:

Director:

The following Town of Essex documents have been reviewed and signed off:

Work from Home Policy: Yes      No      Self-Certification Safety Checklist: Yes      No

Technology Required (If applicable):

Note: Work from home arrangements should not have a significant financial impact to the Town and all technology requests will need to be reviewed by your Director and the IT Division.

Home work area has been identified and photo(s) provided: Yes      No

I have read and understand the Work from Home Policy and Working from Home General Safety Guidelines and agree to the terms and conditions (the fine print below) indicated in this request.

Employee Signature: \_\_\_\_\_ Manager Signature: \_\_\_\_\_

Department Director (Approval): \_\_\_\_\_

### **The Fine Print**

1. This is considered a request until signed off by a Department Director.
2. This is a mutual voluntary workfrom home agreement that can be amended or discontinued by either party at any time.
3. The current work from home policy has been implemented for a one (1) year term, and there is no guarantee or commitment that the policy will continue following the one (1) year review.
4. Adjustments to workfrom home arrangements may be required on occasion in order to meet business emergencies, operational demands, project requirements, and learning and development sessions.
5. No work from home arrangements will result in additional expenses or costs to the Town of Essex.
6. The work from home arrangement must be compliant with all legislative requirements including the Employment Standards Act and the Occupational Health and Safety Act.
7. The work from home arrangement must be compliant with all Town of policies, procedures and guidelines including Work from Home Policy and Privacy & Security.