

**Alternative Work Plan**

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| Staff Name:  | Direct Supervisor:  |
| Staff Title/Role:  | Timeframe:  |
| Division:  | Date completed:  |
| Location(s) for alternative work plan:  |

**Please be aware:**

* Your supervisor will need to be aware of days you are working off site (which means any location other than your officially assigned home base, i.e. head office)
* You are required to update your calendar, voicemail and contact information daily to include hours you are available for work.
* You must be available to be in contact throughout the day.
* You are expected to connect with your Supervisor at the commencement and end of each day for health and safety purposes.
* Please remember that staff only require a Virtual Private Network (VPN) connection in order to access TRCA’s file server, Lotus Notes Databases and/or Laserfiche. Please log off VPN when not needed.

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| **Availability:** * (Between what time is the staff available and what communication method will be used to communicate with staff [Teams, emails, text]
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| **Check-in/out Daily:** * **(**What is the method that staff will be using to check in and out with their supervisor and when?)
* **Sample:** I will be checking in and out with my supervisor (John/Jane Doe) at the start of the day and end of the day via email and Teams.
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| **Continued work:***Please indicate the work you will* ***continue*** *to do while working off site and any modifications to this work due to the flexible work arrangements (ie: phone meetings instead of in person meetings)** **Sample:** Maintain ongoing communication with designated program clients, program staff and Supervisor via email, phone, Trello and/or Teams as needed
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| **New work:***Include any work here that you have* ***added*** *to your workplan during this period (this can include work that is being expedited or frontloaded)** **Sample:** I will also be assisting another program with their backlog of administrative work during this time.
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| **Additional Notes:** |