REMOTE WORK ARRANGEMENT FORM (NON-EXEMPT EMPLOYEES)

The following is an agreement regarding a Remote Work Arrangement ("RWA"), consistent with the College’s Remote Work Policy, between the College and:

Please Print:
Name of Employee: _____________________ Title: ____________________________
("Employee")

Department: ___________________________

Supervisor: ____________________________
("Supervisor")

Vice President: _________________________

Employee and Supervisor agree that Employee is permitted to work remotely according to the terms set forth in this RWA and in the College’s Remote Work Policy. Employee acknowledges that this RWA is not a contract of employment, does not alter the terms or conditions of his/her employment with the College, and may be revoked at any time and for any reason by Supervisor (with two weeks’ notice, where practicable).

End Date of RWA: _______________________ (no more than one year from today)

Remote Work Schedule: (provide times for each weekday when work will be performed remotely)

Monday: ________________ Thursday: ________________
Tuesday: ________________ Friday: ________________
Wednesday: ________________

On-Campus Schedule: (provide times for each weekday when work will be performed on campus)

Monday: ________________ Thursday: ________________
Tuesday: ________________ Friday: ________________
Wednesday: ________________

Please add any other notes on scheduling here:
Employee acknowledges that Supervisor may require Employee to be present on campus for specific meetings/events, or otherwise to perform work on campus, during the above-stated Remote Work Schedule. Supervisor should provide the Employee with reasonable notice of any necessary modifications to the On-Campus Schedule.

Remote Work Location: ____________________________________________________________

Employee acknowledges that he or she is responsible for maintaining a safe and secure work environment. Employee agrees to conduct a review of the remote work space and to report any safety hazards or ergonomic concerns to the Risk Manager. Employee further acknowledges that he/she will not be compensated for travel between Occidental campus and the Remote Work Location.

Remote Work Tools and Equipment: In the space below, describe any specific tools, equipment, and any other resources that will be required for Employee to comply with this RWA:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Remote Work Requirements: Employee agrees to fulfill all job responsibilities and conditions of employment, and adhere to College policies, procedures, and guidelines, including maintaining a regular workload. Employee and Supervisor agree to communicate regularly to ensure Employee is meeting expectations and satisfactorily performing work under this RWA.

Employee agrees to assume responsibility for all tax implications of working remotely and is hereby advised to consult a tax professional to examine any such implications. Employee further assumes responsibility for the safety and security of any College property, trade secrets, or confidential information and agrees to protect such College property and information from unauthorized disclosure or damage.

Timekeeping Requirements: Accurate timekeeping is essential to a successful remote work arrangement. By signing this form, Employee and Supervisor acknowledge that they have read and understand the Specific Responsibilities of Non-Exempt Employees and Their Supervisors, as stated in the College’s Remote Work Policy.

Employee agrees to abide by the Remote Work Policy, including by doing the following: (1) accurately recording time worked, meal breaks, and rest breaks on timesheets; (2) working within regularly scheduled and approved work hours and being fully accessible during these hours; (3) emailing Supervisor at the start of the work day, before taking a break, and at the end of the work day; (4) performing no work outside of assigned working hours or during meal or rest breaks, except with Supervisor’s express permission; and (5) working no more than 40 hours per week, except with Supervisor’s express, written permission. If Employee works through any
meal or rest period, Employee agrees to coordinate with Supervisor to adjust his/her start or stop times during that week to avoid working more than 40 hours. Employee agrees to immediately notify Human Resources of any discrepancies, unrecorded work hours, or missed meal or rest periods.

By signing below, Employee attests that he or she has reviewed and understands the terms of this RWA, the College’s Remote Work Policy, and the Staff & Administrator Handbook and agrees to abide by their terms:

Employee: __________________________

This RWA has been reviewed and approved by:

Supervisor: __________________________      VP: __________________________

A copy of this agreement must be submitted to Human Resources.