



Remote Work Arrangement Request for 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:

Employee: _____ **Oxy ID** _____ **Date** _____

Job Title _____ **Dept** _____

Supervisor: _____ **Phone** _____

Vice President: _____ **Phone** _____

The 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. The 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 the 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: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____

On-Campus Schedule: Provide times for each weekday when work will be performed on campus.

Monday: _____ Tuesday: _____

Wednesday: _____ Thursday: _____

Friday: _____



Please add any other notes on scheduling:

The employee acknowledges that the supervisor may require the employee to be present on campus for specific meetings/events, or otherwise to perform work on campus, during the above-stated Remote Work Schedule. The supervisor should provide the employee with reasonable notice of any necessary modifications to the On-Campus Schedule.

Remote Work Location: _____

The employee acknowledges that he/she is responsible for maintaining a safe and secure work environment. The employee agrees to conduct a review of the remote work space and to report any safety hazards or ergonomic concerns to the Risk Manager. The 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 the employee to comply with this RWA:

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

The 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. The 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.

By signing below, the employee attests that he/she has reviewed and understands the terms of this RWA and the College's Remote Work Policy and agrees to abide by their terms:

Employee Signature _____ **Date** _____

This RWA has been reviewed and approved by:

Supervisor Signature _____ **Date** _____

Vice President Signature _____ **Date** _____

AVP HR Signature _____ **Date** _____

***This original signed agreement must be submitted to Human Resources.
A copy of this agreement should be provided to both employee and supervisor.***