



## Remote Work Arrangement Request for 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:*

**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:**

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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:

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**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.



**Timekeeping Requirements:** Accurate timekeeping is essential to a successful remote work arrangement. By signing this form, the employee and the 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.

The employee agrees to abide by the Remote Work Policy, including by doing the following:

1. Accurately recording time worked and meal break(s) on timesheets.
2. Working within regularly scheduled and approved work hours and being fully accessible during these hours.
3. Emailing the supervisor at the:
  - a. start of the work day.
  - b. before and after taking a meal break.
  - c. at the end of the work day.
4. Performing no work outside of assigned working hours or during meal or rest breaks, except with the supervisor’s express permission.
5. Working no more than 40 hours per work week except with the supervisor’s pre-approval and expressed written permission.

If the employee works through any meal or rest period, the employee agrees to coordinate with the supervisor to adjust his/her start or stop times during that week to avoid working more than 40 hours. The 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 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.***