

## Compton Community College District Remote Work Request and Agreement Form

**EMPLOYEE INSTRUCTIONS:**

Read [Administrative Regulation 7170 - Remote Work](#), meet with your supervisor to discuss whether your position, assigned duties, and performance support a one-day-per week hybrid-remote work arrangement (essential employees are ineligible). If remote work is suitable, please complete all fields in Section 1 and forward this form to your immediate supervisor.

**SUPERVISOR INSTRUCTIONS:**

Please review this request and determine whether a one-day remote work schedule is suitable for your employee each work week. Please email a copy of this executed form to the Office of Human Resources.

SECTION 1: TO BE COMPLETED BY THE REQUESTING EMPLOYEE				
Employee Name	Employee ID	Scheduled Workdays	Scheduled Work Hours	
Position Title	Department	Unit/Division		
One (1) Day Requested				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
30-minute Lunch Period	Rest Periods (15 minutes for each four-hour consecutive period worked)			
_____ to _____				
Employee Phone Number To Be Used During Work Hours:	( ____ ) ____ - ____			
By signing this Agreement, Employee acknowledges that they have read, understand, and agree to the Remote Work Guidelines outlined in AR 7170 - Remote Work. Employee understands that they remain obligated to comply with all federal, state, and university laws, rules, policies, procedures, and/or instructions. Employee agrees to ensure security safeguards and policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss, or damage.				
Employee Signature	Date			

SECTION 2: TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR	
Approved	Denied
Reason for Denial:	
The requesting employee may begin work on:	The remote work assignment will conclude on:
Documentation and Training Completed:	
Safety & Ergonomic Checklist	Confidentiality & Privacy Training
Yes No	Yes No
Supervisor Signature	Date

**REMOTE WORK TERMINATION:**

- Employees may request to end a remote assignment and return to onsite work at any time.
- Supervisors may cancel an employee's remote work agreement based on performance concerns or operational needs to the District, with five calendar days' notice.
- A Vice President may cancel an employee's Remote Work agreement based on a validated conduct issue with 24-hour notice, excluding weekends and holidays.
- A Vice President may require employees to report to work onsite temporarily due to an unforeseen business necessity or emergency with 24-hour notice.
- Supervisors may require employees to report to work onsite immediately during an emergency as directed by the President/CEO or Vice President.