

REMOTE WORK REQUEST

Remote work is a work option which, when properly implemented and administered, benefits both the staff member and Pepperdine. Remote work is not a right, but rather, a privilege which may be granted at the supervisor's sole discretion to high performing individuals whose duties are suited to such an arrangement. The following constitutes a request ("Request") on the terms and conditions of remote work, based on section 16 of the University Policy Manual and the Remote Work Procedures document on the Human Resources website. Remote work arrangements may be modified or ended at any time, with exceptions.

Name: _____

Title: _____

Department: _____

Supervisor: _____

Reason for Request:

Remote Work Location

Home Pepperdine Campus: _____

If a Pepperdine campus, is your presence there a benefit to the University? _____

Pepperdine Campus Schedule

Hours: From _____ Until _____

Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Remote Work Schedule

Hours: From _____ Until _____

Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Duration of Remote Work Request (dates not to exceed current fiscal year)

From _____ Until _____

Periods without Remote Work Privileges (dates during the Request during which there will be no remote work)

From _____ Until _____

Attachment A

Please memorialize the details of this Remote Work Request in a document (Attachment A) including all of the following items:

1. Describe the benefit of the remote work arrangement to the University.
2. List the duties you will perform during remote work days.
3. Describe how communication with the department and constituents will be maintained.
4. Describe how you and your supervisor will measure productivity.
5. Assess the impact of remote work on constituents regarding service, timeliness, and quality of work.
6. What may inhibit you from performing any of your duties? How/why?
7. Describe the on-campus office space impacted by a remote work arrangement. Will this space be kept by the remote worker or not? Why? How will the space be used during the remote work arrangement?
8. What materials or equipment will be provided by the University, if any?
9. Will there be dependents or others who require health-caregiving at the remote work location? If so, what arrangements will be made for their care and supervision while you work?
10. Are you a supervisor? If so, how will you ensure that you are able to appropriately supervise your staff, provide them regular feedback, be available for questions, and otherwise lead your team?
11. Identify potential problems or issues that should be addressed.

Information Security Checklist for Remote Computing

List the make, model, and operating system of the remote computer(s) and/or mobile device(s):

All remote workers and travelers, working while away from the University campus networks, must abide by the Computer/Network Responsible Usage policy, Information Classification and Protection Policy, and Information Security Office best practices. Staff need to be aware of security concerns when working remotely. The following checklist is designed to assess the level of data security on the remote system that will be used to connect to Pepperdine systems to perform Pepperdine work. Each participant must read and complete the self-certification security checklist.

- Download and read the following University policies (<http://community.pepperdine.edu/it/security/policies>):
 - Computer & Network Responsible Usage Policy
 - Information Classification and Protection Policy
- Download and read the appropriate Information Security Quick Reference Guides for best practices applicable in your remote computing environment (<http://community.pepperdine.edu/it/security/quickref>):
 - Mobile Device Security
 - Macintosh Computer Security
 - Windows Computer Security
 - Google Apps Security
 - International Secure Computing
- The computer or mobile is configured according to the above Information Security Quick Reference Guides.
- Do not use a public computer for University login (e.g. Public Library, Hotel Lobby).
- Do not store or process restricted University data on a personally owned computer or cloud file storage services.
- Do not utilize personal cloud accounts for University data. Use only Pepperdine-provided storage or applications.
- Do not leave a laptop or mobile device in a vehicle or other public place unattended where it may be stolen.

If any of the above boxes are not checked, please explain here:

Security Incident Reporting Requirements

If a system used for remote computing is lost, stolen, compromised, or suspected of being compromised, the user must immediately report the incident to their supervisor and the Information Security Office (x4040).

Safety Checklist for Remote Work

Work Location Address: _____

Briefly describe the designated work area:

The following checklist is designed to assess the overall safety of the home or remote work location. Each participant should read and complete the self-certification safety checklist. Staff members must meet all criteria on the checklist in order to be considered for a remote work assignment. Staff members must immediately inform their supervisor of any significant changes to the remote work location.

- All circuit breaker and/or fuses in the electrical panel are labeled as to the intended service.
- All circuit breakers clearly indicate if they are in the open or closed position.
- All electrical equipment is free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling).
- The building electrical system will permit the grounding of electrical equipment.
- The telephone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard.
- All aisles, doorways, and corners are free of obstructions to permit visibility and movement.
- All file cabinets and storage closets are arranged so drawers and doors do not open into walkways.
- There is a secure place to store departmental materials.
- The office space is neat and clean.
- All floor surfaces are clean, dry, level and free of worn or frayed seams.
- There is a functioning smoke detector within hearing distance of the remote work location.
- There is a fire extinguisher accessible at the remote work location.
- The work set-up in the remote work location is ergonomically correct.

Remote Work Approval

I approve the enclosed Remote Work Request, and I have read and understand the Remote Work Policy (section 16 of the University Policy Manual) and Remote Work Procedures (located on the Human Resources website).

APPROVAL SIGNATURES

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Dean/Department Head: _____ Date: _____

Vice President/Provost: _____ Date: _____

Associate Vice President, Human Resources: _____ Date: _____