



# CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

## Office of Human Resources

### Telecommuting Policy and Guidelines

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#### **I. PURPOSE**

The purpose of this policy is to define the telecommuting program for California State University, Bakersfield (the University) and the guidelines and rules under which it will operate. This policy applies to all telecommuting activities of the University and is authorized by California Government Code sections 14200-14203 and CSEA/CSU Collective Bargaining Agreement, Section 18.25. All managers and telecommuters should be familiar with the contents of this policy.

The University supports the use of a telecommuting work option for home offices in positions whose job duties can be performed away from campus. This policy recognizes the benefits to the University available through a planned and managed telecommuting program.

By definition, telecommuting is working in a space specifically set aside as an office in an employee's residence (home office). The opportunity to participate in a home telecommute program is offered only with the understanding that it is the responsibility of the employee to ensure that a proper work environment is maintained (e.g. dependent care arrangements are made so as not to interfere with the work, personal disruptions such as non-business telephone calls, and visitors are kept to a minimum, etc.). Failure to maintain a proper work environment provides cause for an employee's immediate termination from this program.

Telecommuting opportunities are based upon program requirements as determined by the appropriate Cabinet Officer.

#### **II. EMPLOYEE SELECTION**

Telecommuting is only feasible for those job duties that can be performed away from the main office. Participation shall be based on specific, written, work related criteria established by the employee's appropriate administrator. The written Telecommuter's Agreement shall contain the work schedule, Work Performance Expectations, and duration of the agreement. Such selection criteria for telecommuting candidates may include such factors as; employee past work performance with a history of reliable and responsible discharge of work duties; employee ability to provide alternative work space and necessary, appropriate equipment; the feasibility to perform job duties in whole or in part, away from the campus office; and a full understanding of the operations of the organization. The appropriate Cabinet Officer must approve all proposed employee selections and work schedules. Employee participation in home office telecommuting is voluntary and at the discretion of the appropriate administrator with final approval of the area Cabinet Officer.

#### **III. PROCEDURES**

##### **a. Work Schedule**

Telecommuters shall maintain regular contact with supervisors and co-workers. Home office telecommuters may be required to spend a minimum number of days per week in the main office, except under unusual conditions approved in advance by the appropriate administrator.

University operational needs take precedence over telecommute schedules. The employee will forgo telecommuting if needed in the office or elsewhere on the regularly scheduled telecommute day. All telecommuting work schedules are discretionary to management and require prior management approval. The work schedule shall be consistent with the operational

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needs of the employee's work group and the provisions of the employee's collective bargaining agreement. As with any work schedule, temporary telecommuting assignments or changes in work schedules may be made at management's discretion to meet management needs or to accommodate employee's appropriate needs and in compliance with the appropriate collective bargaining agreement.

#### **b. Pay, Attendance, and Leave**

All pay and leave will be based on the employee's official CSUB position. The employee's time and attendance will be recorded as if performing official duties at the campus.

Employees must obtain supervisory approval before taking leave in accordance with established department procedures. The employee agrees

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**TELECOMMUTER'S AGREEMENT**

Both the manager and the telecommuter understand that home-based telecommuting is a voluntary option exercised by both parties and can be discontinued by either party for any reason at any time.

The initial trial period for this agreement shall begin \_\_\_\_\_ and terminate on or before \_\_\_\_\_. If the agreement is not revoked or terminated prior to \_\_\_\_\_ then, the telecommute agreement shall continue beginning \_\_\_\_\_ and terminate on or before \_\_\_\_\_ provided the total duration is no longer than one year. Upon expiration of the effective time period, the agreement must be renewed prior to continued participation in the University's telecommuting program.

The "Work office materials, etc.) 1. \_\_\_\_\_ (i.e. charges for business related long distance telephone call

2. \_\_\_\_\_

3. \_\_\_\_\_

4. Maintenance and repairs to State owned equipment for damage not due to employee's negligence, recklessness or intent.

Any expense claims will be submitted with appropriate receipts, bills, or other verification of the expense.

Telecommute days are scheduled and will not be substituted without advance approval of the manager.

If applicable, campus office days and campus office hours will be \_\_\_\_\_ (days) \_\_\_\_\_ (hours)

Location of home office will be \_\_\_\_\_ (describe physical location within home).

The supervisor must approve \_\_\_\_\_

Telecommuting is not a substitute for dependent care, and employees must make regular dependent care arrangements.

The employee has read and understands the University's telecommuting policies and guidelines and agrees to abide by those policies.

The telecommuter shall carry out the steps needed for information security in the home office setting, and has read the University's security requirements and procedures. The telecommuter agrees

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This agreement, its attachments and any revisions are not contracts or promises of employment. Nothing in this Agreement guarantees employment for any specific term.

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**EQUIPMENT CHECKLIST FOR TELECOMMUTERS**

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Employee Name: \_\_\_\_\_

As a result of the telecommuter agreement with the employee identified above, the University provides the following equipment:



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**HOME SAFETY CHECKLIST FOR TELECOMMUTERS**

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Employees who work at home must keep their home offices in a businesslike manner, and as clean and free from hazards as their regular University office, in order to minimize the chance of accidents. The home must be in compliance with all building codes and must be free of hazardous materials. Telecommuting employees are responsible for ensuring their homes comply with these health and safety requirements.

To assist in assessing the overall safety of your home office, please answer the following questions by placing a checkmark in the appropriate column. "No" answers must be resolved prior to approving any telecommuting arrangements.

**YES N/A NO**

- Are all steps/stairs clear of objects, which could cause a person to trip?
- Do all steps/stairs have a firmly anchored handrail?
- Are all stairways well lighted?
- Are stair coverings securely anchored?
- Do you have a safe step stool with a handrail for reaching high shelves?
- Are all scatter rugs skid-proof, and do they lay flat?
- Are all carpets securely anchored?
- Are all entrance ways, exits, halls and walks well lighted?
- Are all walks, porches and doorways kept clear of obstacles?
- Are all hard-surfaced floors clean, are spills wiped up immediately?
- Is non-skid wax used on all polished floors?
- Is proper footwear worn to prevent slips, trips, falls and other fall injuries?
- Are lamp, extension, and telephone cords placed out of traffic areas?
- Are all chairs, tables and desks safe to use and ergonomically correct?
- Are all electric receptacles of the three-prong, grounded type?
- Are all bathroom, kitchen, and outdoor circuits protected by a ground fault circuit interrupter?
- Do you know how to shut off the electrical, water and gas sources to your home?
- Are all fuses of correct amperage?
- Are fuses or circuit breakers labeled to identify outlets and appliances they protect?
- Does your home work site have adequate electrical power in all areas to safely operate all your electrical appliances?
- Do all light switches work correctly?

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**HOME SAFETY CHECKLIST FOR TELECOMMUTERS**

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**YES N/A NO**

Is the space around the hot water heater clear of combustibile materials?

Does the hot water heater have a pressure and temperature relief valve?

Is the hot water temperature 120 degrees or less to prevent burns? (It may need to be set at 140 degrees for the dishwasher to wash dishes properly.)

Are portable electric fans and heaters adequately screened to prevent contact with the fan blades or heating elements?

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