



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 for employees of the University not represented by CSUEU and is authorized by California Government Code sections 14200-14203. 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



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 to follow established procedures for requesting and obtaining approval of leave. If an employee is sick and unable to work in their telecommuting location, they are required to report those absences when they are unable to work as they would in a normal office setting.

For non-exempt employees: overtime shall be authorized in advance by management in accordance with the provisions of the employee's collective bargaining agreement. An employee working overtime approved in advance will be compensated in accordance with applicable laws and rules. The employee understands that failing to obtain proper approval for overtime work may result in the telecommuting agreement being canceled.

c. Employee Requirements

As with all State employees, t

