

Telecommuting Policy

The purpose of this policy is to define the telecommuting program for California State University, Fresno (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 Government Code sections 14200-14203, (see [Attachment A](#)). 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 where appropriate. This policy recognizes the benefits available through a planned and managed telecommuting program.

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 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 Vice President.

Definition

Telecommuting is working in a space specifically set aside as an office in an employee's residence (home office).

Equipment Needs and Cost Factors

Telecommuters will require a computer with a modem to communicate with people and access the information needed to perform their responsibilities. It is essential that the equipment used at the home office be compatible with the main office equipment. The use of a lap-top computer may be considered. An employee's own equipment may be used at the option of the employee.

A telephone is also an essential requirement so that the employee may stay in contact with the University. Voice and data communications may be handled through the employee's residential phone, if volume is not heavy. If extensive voice/data communications are necessary for the tasks performed at home, a second dedicated line should be installed. The University will pay for the installation and monthly charges if a second dedicated line is required.

The following types of business-related costs may be incurred by the University:

- Long distance telephone charges
- Installation and monthly charges for a second telephone line
- Telephone usage charges (other than long distance)
- Computer with modem and computer software
- Internet access costs up to the amount of a CVIP connection
- Answering machine or voice mail

- Fax machine
- Equipment maintenance and replacement charges above the limits of the employees homeowners/renters insurance policy limits

State provided equipment is to be used only by the telecommuting employee.

Employee Selection

Telecommuting is only feasible for those job duties which can be performed away from the main office. Participation shall be based on specific, written, work related criteria established by the employee's manager, who must make the selection criteria known to eligible employees. Such selection criteria may include reasonable accommodation provisions for permanently disabled employees, and temporarily disabled employees. Proposed selection and work schedules must be approved by the appropriate Vice President.

Employee participation in home office telecommuting is voluntary.

Work Schedule

Telecommuters shall maintain regular contact with supervisors and co-workers and may need access to specialized files and/or equipment. In addition, the manager shall take actions to prevent the employee from becoming isolated from central office staff. Therefore, home office telecommuters shall spend a minimum of one day per week in the main office, except under unusual conditions approved in advance by the manager.

Operational needs take precedence over telecommute schedules. The employee will forgo telecommuting if needed in the office on the regularly scheduled telecommute day.

All telecommuting work schedules are discretionary 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.

For non-exempt employees, overtime shall be authorized in advance by management in accordance with 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 an employee's request.

Confidential and Sensitive Information

As with all State employees, telecommuters are expected to adhere to all the rules and regulations in the State Administrative Manual, and all University policies and procedures, regarding security and confidentiality for the computer, its data and information, and any other information handled in the course of work.

Maintenance, Repair and Replacement

Maintenance and repair of State owned equipment issued to telecommuters will be the responsibility of the University. Replacement of State owned equipment which is stolen or destroyed will be the responsibility of the telecommuter's homeowners/renters insurance, up to the limits of such policy(s). Replacement cost above personal policy limits will be the

responsibility of the University. Department management shall determine if the telecommuter's insurance policy limits are sufficient to protect the resources of the department. In the event of equipment malfunction, the telecommuter must notify his/her supervisor immediately. If repairs will take some time, the employee may be asked to report to the main office until the equipment is usable. Repairs to State equipment that result from employees negligence will be the responsibility of the employee.

Repairs to telecommuter owned equipment will be the responsibility of the employee.

Health and Safety

Telecommuting employees are responsible for ensuring that their homes comply with health and safety requirements and must so certify as part of their "Telecommuter's Agreement." A "Telecommuter's Safety Checklist" must be completed and signed by the employee before telecommuting privileges are granted. The University may deny an employee the opportunity to telecommute or may rescind a telecommuting agreement based on safety considerations or the needs of the University.

If an employee incurs an injury while telecommuting, worker's compensation law and rules apply. "Telecommuting" is defined as the actions directly related to working from home, and does not include actions that the telecommuter may take during break periods from working. These non-covered actions would include all actions that the employee would not be able to perform in his/her regular office, or which are directly related to the operation of the home. Examples of such non-covered actions include caring for children, domestic tasks, yard work, checking mail, retrieving the newspaper, etc. In the event of a worker's compensation injury or illness, employees must notify their supervisors immediately and complete all necessary and/or management requested documents regarding the injury.

Employee Rights

None of the rights or benefits provided under the employee's collective bargaining agreement between the State and the employee unions are enhanced or abridged by the implementation of this telecommuting program. Employees retain the right to grieve in accordance with the provisions of their collective bargaining agreements.

Employees retain the right to meet with their union representative in accordance with the provisions of their collective bargaining agreements. Normally, such meetings will take place at an on-campus location, not at the employee's home office.

Termination of Participation

The University may terminate the telecommuting program for any reason, at any time, with advance written notice to the employees. Whenever feasible such notice will be provided at least 30 calendar days prior to the termination of the program or within the time frame specified by the appropriate union contract addressing changes in work schedules. Termination of the employee's participation *for cause* may be immediate and does *not* require advance written notice.

Because participation in telecommuting is a bilateral voluntary agreement, the University may terminate an individual employee's participation in the program without cause, at any time, with advance written notice. Whenever feasible, such notice will be provided at least 30 calendar

days in advance. The employee may also request to terminate participation, without cause, at any time. The University will make arrangements for the employee to begin working at the main office as quickly as possible, but not later than 30 days after notification by the employee.

Telecommuter's Agreement and Supervisor's Checklist

The "Supervisor's Checklist for Telecommuters" provides a way to verify that all essential parts of the start-up of a telecommuting arrangement with an employee have been covered prior to the actual start of telecommuting.

The Telecommuter's Agreement documents the mandatory policies in effect and the results of any other agreements between the supervisor and the telecommuter. This must be signed by both parties and the Director of Human Resources prior to the start of telecommuting and must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program are well understood.

Renewal of Telecommuting Agreements

Each telecommuter/manager agreement should be discussed and renewed annually, whenever there is a major job change or whenever the telecommuter or manager changes positions. Because telecommuting was selected as a feasible work option based on a combination of job characteristics, employee characteristics, and manager characteristics, a change in any one of these elements will require a review of the telecommuting arrangement.

Telecommuting is a work arrangement between an individual employee and his or her manager. The employee has no automatic right to telecommute. A manager has no authority to require an employee to telecommute. Telecommuters and new managers are encouraged to continue telecommuting arrangements by mutual agreement. Neither should be required to continue a telecommuting arrangement when it is not in the best interests of either or both, or the University.

Tax Implications

The tax implications of utilizing a home office deduction are the responsibilities of the employee.

Telecommuter's Agreement

Both the manager and the telecommuter understand that home based telecommuting is a bilateral voluntary option and can be discontinued at either's request with no adverse repercussions. This agreement covers the period from _____ to _____.

The California State University, Fresno (the University) shall pay the following business-related expenses:

- Charges for business related telephone calls and internet access
- Maintenance and repairs to State owned equipment
- Installation of a dedicated telephone line for voice/data communication

Claims are to be submitted on a Travel Expense Claim with appropriate receipts, bill or other verification of the expense.

The University will not pay for the following expenses:

- Maintenance or repairs of privately owned equipment
- Utility costs associated with the use of the computer or home office
- Equipment supplies (should be requisitioned through normal procurement procedures)
- Travel expenses associated with commuting to the main office

Telecommute days are scheduled and shall not be substituted without advance approval of the manager. Campus office day(s) will be _____. Home-office days will be _____. A minimum of one day per week must be spent in the campus office.

The telecommuter must be available by phone during the core business hours: _____ to _____.

Use of vacation, time off, or other leave credits must be approved in advance by the supervisor. For non-exempt employees, overtime to be worked must be approved in advance by the supervisor. For exempt employees, hours of availability must be approved by the manager.

Telecommuting is not a substitute for dependent care. The telecommuter agrees that regular dependent care arrangements have been made if applicable.

The telecommuter shall carry out the steps needed for good information security in the home office setting, and has read the University's security requirements and procedures. The telecommuter agrees to check with her/his supervisor when security matters are at issue.

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

Employee name (print)	Signature	Date
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Supervisor name (print)	Signature	Date
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Director of Human Resources	Date
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This agreement expires in one year and must be renewed to continue participation in the University's telecommuting program. A copy will be kept in the personnel file of the telecommuter.

Equipment Checklist For Telecommuters

Name of Employee _____

Name of Supervisor _____

Replacement of State owned equipment which is stolen or destroyed will be the responsibility of the telecommuter's homeowners/renters insurance, up to the limits of such policy(s). Replacement costs above personal policy limits will be the responsibility of California State University, Fresno. Department management shall determine if the telecommuter's insurance policy limits are sufficient to protect the resources of the department. See "Supervisor's Checklist for Telecommuters".

The following equipment is provided by the University:

Equipment

Estimated Cost

Actual Cost

Supervisor Signature

Date

Employee Signature

Date

Supervisor's Checklist For Telecommuters

Name of Telecommuter _____

Name of Supervisor _____

Date Completed

1. Employee has read the orientation documents and the University's telecommuting policy. _____
2. Employee has been provided with a schedule of core hours. _____
3. Equipment issued by the University is documented. _____
 - 3a. The employee has homeowners/renters insurance to cover equipment items in the event of damage, theft, or loss. _____
 - 3b. Indicate employees insurance company & policy # _____.
4. Performance expectations have been discussed and are clearly understood Assignments and due dates are documented and on file with manager and employee. _____
5. Requirements for care of equipment assigned to the employee have been discussed and are clearly understood. _____
6. The employee has completed and signed the Telecommuter's home safety checklist, and subsequently corrected or removed all identified safety hazards from the home work area. _____
7. The employee is familiar with the University's requirements and techniques for computer information security and has received a copy and read the University's information security guidelines. _____
8. Phone contact procedures have been clearly defined and unit secretaries and receptionists have received training. _____
9. The employee has read and signed the Telecommuter's Agreement prior to actual participation in the program. _____

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

Telecommuter's Home Safety Checklist

- | YES | N/A | NO | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all stairways clear of objects which could cause a person to trip? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all stairways have a firmly anchored handrail? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all stairways well-lighted? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are stair coverings securely anchored? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have a safe step ladder for home use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you have a safe step stool with a hand rail for reaching high shelves? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all scatter rugs skid-proof, and do they lay flat? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all carpets securely anchored? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all entrance ways, exits, halls and walks well-lighted? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all walks, porches and doorways clear of obstacles? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all hard-surfaced floors clean, are spills wiped up immediately? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is non-skid wax used on all polished floors? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is proper footwear worn to prevent slips, trips, falls and other fall injuries? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lamp, extension, and telephone cords placed out of traffic areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all chairs, tables and desks safe to use and ergonomically correct? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all electric receptacles of the three-prong grounded type? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all bathroom, kitchen, and outdoor circuits protected by a ground fault circuit interrupter? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do you know how to shut off the electrical, water and gas sources to your home? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fuses of correct amperage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are fuses or circuit breakers labels to identify outlets and appliances they protect? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does your home have adequate electrical power in all areas to safely operate all your electrical appliances? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all light switches work correctly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all wall switches and outlets have safe coverplates? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all appliance and extension cords in good condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the ground prong still on all electric plugs which came equipped with one? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all electrical appliances Underwriters laboratories (UL) approved?
Check both the appliance and the cord? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are small electrical appliances such as hair dryers, shavers, electric knives, coffee pots, etc. unplugged when not in use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If smoking is permitted in your home, do you provide deep, wide-rimmed ashtrays and prohibit smoking in bed or while lying down? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the furnace cleaned and serviced yearly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are areas around the furnace clear of boxes and other combustible materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the chimney and smoke pipe cleaned yearly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the fireplace function properly and is it adequately screened? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the space around the hot water heater clear of combustible materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the hot water heater have a pressure and temperature relief valve? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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 heaters in good condition, is adequate ventilation provided, and is it positioned in a safe location away from flammable materials?
- Are portable electric fans and heaters adequately screened to prevent contact with the fan blades or heating elements?
- Has your family developed and practiced a fire escape plan for your home?
- Are the smoke and/or fire detectors installed in the house, at least one per floor?
- Are the smoke and/or fire detectors tested monthly?
- Do you have a charged ABC fire extinguisher of at least the 2-1/2 pound size conveniently located in your home?
- Do you have plenty of wall outlets for lamps and appliances? "Octopus" outlets can overload circuits and cause fires?
- Do you check power cords and have them replaced if they're damaged?
- Are extension cords the right capacity for the tools or appliances you're using?
- Do you keep a flashlight handy for emergencies?
- Do you avoid running electrical cords under carpeting or hanging them from nails?
- Are all sliding glass doors and other glass doors fitted with non-breakable glass?
- Do sliding glass doors have some type of figure or design on the glass to help you see them when they are closed?
- Do all doors close and latch properly?
- Are all exterior doors secured with a deadbolt for security purposes?
- Do all windows close and latch securely?
- Is a well-stocked first aid kit available for emergencies?
- Is at least one member of your family trained in first aid, CPR and the Heimlich maneuver?
- Do you have emergency numbers posted by all telephones?
- Do you locate portable stoves and heaters where they won't get knocked over? Do you keep them at least three feet from furnishings and flammable materials?
- Do you keep paint, paint thinner, pesticides and gasoline stored out of the house and away from heat and other ignition sources?
- Is mildew controlled through adequate air circulation and humidity control?
- Are you reasonably certain that your home is free of radon, for formaldehyde and other toxic gases?
- Do you get help for heavy or difficult jobs?

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**Sections 14200-14203, California Government Code,
Chapter 3**

STATE EMPLOYEE TELECOMMUTING PROGRAM

§ 14200. Telecommuting

As used in this chapter, “telecommuting” means the partial or total substitution of computers or telecommunication technologies, or both, for the commute to work by employees residing in California.

§ 14200.1.

(a) The legislature finds and declares the following:

- (1) Telecommuting can be an important means to reduce air pollution and traffic congestion and to reduce the high costs of highway commuting.
- (2) Telecommuting stimulates employee productivity while giving workers more flexibility and control over their lives.

(b) It is the intent of the Legislature to encourage state agencies to adopt policies that encourage telecommuting by state employees.

§ 14201. Every state agency shall review its work operations to determine where in its organization telecommuting can be of practical benefit to the agency. On or before July 1, 1995, each agency shall develop and implement a telecommuting plan as part of its telecommuting program in work areas where telecommuting is identified as being both practical and beneficial to the organization. Agencies that participated in the experimental studies described in Section 15276 may continue and expand those telecommuting programs in accordance with the policy, procedures, and guidelines developed by the Department of General Services in conjunction with those participating agencies. Those agencies not having participated in the initial experimental studies described in Section 15276 may comply with the policy, procedures, and guidelines developed by the Department of General Services in conjunction with a multiagency group that participated in those studies.

§ 14202. Establishment of unit to oversee telecommuting programs; duties

The Department of General Services shall establish a unit for the purpose of overseeing telecommuting programs established pursuant to this chapter. This unit shall do all of the following:

- (a) Coordinate and facilitate the interagency exchange of information regarding the state's telecommuting program, and establish and lead a multiagency telecommuting advisory group for these purposes.

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- (b) Develop and update policy, procedures, and guidelines to assist agencies in the planning and implementation of telecommuting programs.
- (c) Assist state agencies in requesting the siting of satellite work stations and develop procedures to track the needs of agencies and identify potential office locations.

§ 14203. Evaluation of programs

Each state agency shall evaluate its telecommuting program. The Department of General Services shall establish criteria for evaluating the state's telecommuting program and recommend modifications, if necessary.

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