



TELECOMMUTING *@* SACRAMENTO STATE

Reference Guide

02-09-2023

WHAT IS THE TELECOMMUTING PROGRAM AND WHO IS DECIDING?

The CSU Telecommuting Program

- CSU developed and Sacramento State opted to participate
- MPPs, non-represented employees, CSUEU, APC are the only participating employee groups

Decision-Making Roles

Per the program, telecommuting must be:

1. Operationally feasible = determined by appropriate administrators **AND**
2. in the best interest of Sacramento State = reviewed by HR





Program is voluntary & is not for every department or position!

Recommendation: Appropriate Administrators should draft and submit an operational plan to their leadership [and obtain VP/Dean approval] before making any decision regarding telecommuting for their area(s)

Important Note: Employees with an overall rating of Below Satisfactory, or its equivalent, on their most recent performance evaluation shall NOT be eligible to participate in the CSU Telecommuting Program



Job Description

EMPLOYEES NEED TO KNOW WHAT IS EXPECTED OF THEM, AND THEIR APPROPRIATE ADMINISTRATOR NEEDS TO HAVE THE TOOL TO DISCUSS THEIR SPECIFIC DUTIES WITH THEM IN ORDER TO GET THROUGH THIS PROCESS

POSITION DESCRIPTIONS ARE KEY

REQUIREMENT: Current (and signed!) Position Descriptions (PDs) must be attached to each Agreement form. Additionally, Part II of the form requires that specific duties from the PD be delineated as being performed on-site and/or off-site.

HR MUST DENY ANY AGREEMENT FORMS WITHOUT ATTACHED PDS [MUST HAVE ALL NECESSARY SIGNATURES & BE APPROVED BY HR]



NEED FORMAL APPROVAL FROM HR

Telecommuting Agreements do not go into effect until they go through the full process and employees obtain approval from HR/Employee & Labor Relations.

Q: What do we do until then? What if it takes some time?

- A: Employees report into work on-site until the request is approved. We should think of these like IRPs or recruitments - not ready until they are ready!

EQUIPMENT - IT'S UP TO THE EMPLOYEES!

Remember: Employees are responsible for assuring the Telecommuting Site complies with health and safety requirements.

Employees must procure/arrange any equipment, furniture, utility charge, or internet access not provided by Sacramento State.

Employees may use personal electronic devices for university business with mutual agreement.



INVEST IN A RELIABLE INTERNET CONNECTION

- A good connection looks more professional.
- You don't want to be the one who's always derailing meetings.
- Close down large software and competing virtual meeting programs while on video calls to minimize glitches.




CHECK IN! COMMUNICATE!

Work "Out Loud"

- Employees are expected to perform all job responsibilities while telecommuting in accordance with their approved telecommuting agreement. This means that employees need to either meet or communicate with their Appropriate Administrator to receive assignments, review work progress, and complete work as directed.
- Employees have agreed to promptly notify their Appropriate Administrator if/when they are unable to perform work assignments due to equipment failure or other unforeseen circumstances.





It's important that employees keep to their regular schedule and remain available during public service hours and/or when their colleagues need them.

You don't have to have a separate room devoted to work, but it can be helpful to have a dedicated space that you think of as where you can "go to work."

If you don't have a room we can use, then try to carve out a distraction-free zone where you can get some privacy, like the corner of a bedroom where you can close the door.

Stay Professional – Know Your Audience

We've all seen that video where the toddler wanders into the room while dad is on a high-stakes video call. There are times when it's perfectly fine for a child or pet to make an appearance (in fact, at times this can help build important personal relationships with close team members). But for all those other times, be sure to keep your office door closed — and securely latched.

Remember: The mute button is our friend!



ON-SITE OBLIGATIONS

It is likely that most telecommuting assignments will include some on-site obligations. Appropriate Administrators should be as transparent as possible regarding any standard on-site requirements, and they should be captured in the agreement.

However, should any ad hoc items occur that require on-site obligation(s), employees will normally be provided notice of return to campus for an on-site obligation except by mutual agreement or in case of unavoidable circumstances:

- CSUEU, MPPs, Non-Represented employees:
 - 48 hours'
- APC represented employees:
 - 7 days'



WHAT IF TELECOMMUTING DOESN'T WORK?

It is possible that an approved telecommuting agreement does not work for either the employee or Sacramento State.

What happens then?

Either party may terminate the Telecommuting Agreement at any time for any reason upon twenty-one (21) calendar days' (or less by mutual agreement) written notice.



RESOURCES:

Telecommuting Webpage

Departmental/College HR Liaisons

Human Resources: ELR
Representative