

## CPP Telecommuting Program - Checklist for Staff

The Telecommuting Checklist for Staff is provided as a tool to assist with staff requests to participate in the Telecommuting Program and the submission of the Telecommuting Agreement if approved to telecommute. The checklist outlines the Telecommuting Program eligibility criteria and requirements. The CPP Telecommuting Program documents can be found at <https://www.cpp.edu/eoda-hr/departments/elr/telecommute-program.shtml>.

### Prepare to Submit a Request

Staff may request to participate in the Telecommuting Program via a written request to their HEERA Manager. Upon receipt of staff requests, the HEERA Manager will start to evaluate eligibility and schedule a meeting with the staff to review the request and may provide a determination at that time.

#### Start here

1. Read the Cal Poly Pomona Telecommuting Agreement Template, which contains the following documents: Cal Poly Pomona Telecommuting Program, Telecommuting Agreement, Telecommuting Work Performance Expectations, and Telecommuter's Home Safety Checklist
2. Understand the staff eligibility requirements
3. Understand department/divisional operational expectations
  - a. If unknown, this can be discussed at the telecommuting review meeting

The Telecommuting Program does not alter the rights or benefits provided under the staff's applicable collective bargaining agreement ("CBA"), if any. Participation is on a voluntary basis other than as part of an emergency plan. The decision of the HEERA Manager to deny a staff's request to participate in the Cal Poly Pomona Telecommuting Program is not subject to appeal.

### Telecommuting Program Eligibility

Non-represented staff, comprising MPPs and Confidentials, and represented staff in Units 2, 5, 7, 9 (CSUEU), Unit 4 (APC) and Unit 15 (Student Assistants) are eligible to request to participate in the Telecommuting Program. No staff is guaranteed participation in the Telecommuting Program as a term and condition of employment.

1. The telecommuting site of all staff participating in the Telecommuting Program must be located in California, unless specifically authorized by the President and permitted by CSU Policy.
  - a. Staff's eligibility to participate in the Telecommuting Program is based on:

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- i. Staff job responsibilities
  - ii. Operational feasibility
  - iii. Staff's satisfactory or above work performance
  - iv. Divisional expectations
2. Identify the technology resources needed for off-site work. If the needed technology resources cannot be procured or provided for staff's off-site use, this may be a basis for the HEERA Manager's denial of staff's telecommuting request.
  - a. Laptop is provided by the University. The telecommuting site workstation is the responsibility of the telecommuter. The manager identifies if additional equipment or supplies are necessary. If deemed necessary, the manager may:
    - i. Provide necessary equipment or supplies
    - ii. Authorize staff's expenditure and reimbursement
    - iii. Provide an alternate work location that has the necessary supplies and equipment (e.g., a campus work location)
  - b. Reliable internet connectivity is the responsibility of the staff, at the staff's expense, and must be verified
3. Meet with your HEERA Manager to discuss if your position is operationally feasible for telecommuting based on your job duties, work performance, the operational needs of the department, and divisional expectations.
  - a. Telecommuting Agreements can be approved up to a year in duration
  - b. Staff eligibility to continue participating in the CPP Telecommuting Program will be reviewed at least annually during the annual performance evaluation period or as needed, based on work performance or organizational needs.

IMPORTANT NOTE: Staff requests to telecommute due to a disability or medical reason are managed through the reasonable accommodation process only and not through the Telecommuting Program. A request can be submitted to the ADA Coordinator, Manuel Montilla, at (909) 869-4095 or [ADACoordinator@cpp.edu](mailto:ADACoordinator@cpp.edu).

### Measurable Expectations

1. Staff participating in the Telecommuting Program are expected to perform all their job responsibilities whether they work in-person on campus or at their telecommuting site, unless otherwise stated in their Telecommuting Agreement and is approved by divisional leadership.

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2. Staff participating in the Telecommuting Program will meet and communicate with their HEERA Manager to receive assignments, review work progress, and complete work as the HEERA Manager directs. The HEERA Manager shall formulate objectives, expectations, and procedures for evaluating work productivity while the staff is telecommuting.

Regardless of their worksite location on any given workday, staff participating in the Telecommuting Program are expected to meet standards of professionalism and work performance with respect to their job responsibilities, work productivity, communication, and interaction with members of the campus community. This may include but is not limited to, the following:

- a. Attendance
- b. Quality of work
- c. Volume of work
- d. Planning, organizing, and coordination of work
- e. Work judgements
- f. Meeting deadlines
- g. Initiative

Action Item: The HEERA Manager and staff review the Telecommuting Work Performance Expectations. Once the HEERA Manager initiates the Telecommuting Agreement for staff in the electronic platform identified for staff use, the HEERA manager shall attach the staff member's position description to the Telecommuting Agreement.

3. Adhere to the assigned work schedule

Action Item: The HEERA Manager and staff review the Telecommuter Work Schedule section of the Telecommuting Agreement template and discuss the staff's work schedule.

4. Observe the work schedule
  - a. Exceptions to the work schedule may be made when a staff's on-site presence is required for a campus-related function or activity
  - b. Non-exempt staff participating in the Telecommuting Program shall not work overtime without prior written approval from their HEERA Manager in accordance with the applicable collective bargaining agreement, if any
  - c. Telecommuting is not a substitute for childcare, dependent care, or medical care self or an ill family member. Staff may use the appropriate accrued leave credits if they are unavailable to work during their regularly scheduled workdays or work hours for reasons such as childcare, dependent care, or medical care.

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- d. Staff participating in the Telecommuting Program shall make requests to use accrued leave credits in compliance with their department's normal time off requesting procedures

### Policy Acknowledgement

Staff participating in the Telecommuting Program are expected to:

1. Comply with all CSU and CPP policies, including but not limited to:
  - a. Technical support
  - b. Restricted access materials
  - c. Information security – Storing and handling information classified under the CSU Data Classification Standard as “Level 1 –Confidential” or “Level 2 - Internal Use”
  - d. Indemnity waiver
  - e. Right to inspect and off-site maintenance costs
  - f. Health and safety requirements

Action Item: Review the Telecommuter's Home Safety Checklist

### Next steps

1. Complete the Telecommuting Agreement in the electronic platform identified for staff use.
2. Schedule regular/on-going check-in meetings. Meet with your HEERA Manager to understand work expectations and receive feedback on work performance for both in-person and telecommuting modalities.