CSUDH | FOUNDATION

EMERGENCY TELECOMMUTING INSRUCTION CHECKLIST
FOR
APPROPRIATE ADMINSTRATORS/EMPLOYEES

Steps for Appropriate Administrators:

Prepare For The Discussion:

☐ Read the CSUDH Foundation emergency telecommuting instruction checklist.

☐ Understand what the eligibility requirements are.

☐ Determine employee eligibility and notify them.

☐ Identify technology resources needed and available.

Start The Discussion By Explaining CSUDH Foundation Emergency Telecommuting Guidelines:

☐ Foundation-furnished equipment, property, and supplies.

☐ Reimbursement of phone and internet expenses if any.

☐ Maximum telecommuting frequency.

☐ Approval/Denial process.

Be Specific In Stating Your Expectations For:

☐ Meeting performance requirements.

☐ Adhering to/changing work schedules.

☐ Maintaining productivity (quality/quantity/timeliness).

☐ Responding to e-mails and voice mails.

☐ Using sensitive/confidential information.

☐ Attending office meetings on telework days.

☐ Reporting injuries.

☐ Handling "down time" from equipment or power issues.

☐ Adhering to privacy, security, and ethics policies.

☐ Working during emergencies.

☐ Obtaining pre-approval for OT/comp time, leave, unscheduled/ad hoc telework, travel to the office.

☐ Appropriate use of duty hours (no personal business or child/elder care).

☐ Reporting updates of work assignments.

☐ Provide time recording systems/forms to record telecommuting hours.

- [ ] Determine how work will be assigned and performance measured.
- [ ] Determine the working hours on telecommuting days.
- [ ] Ensure that the employee is readily available, and has adequate means of communication during specific working hours.
- [ ] Arrange for the employee to come to the primary work site when necessary, regardless of the telecommuting schedule.
- [ ] Meeting safety responsibilities at the telework site.
- [ ] Getting assistance, e.g., IT helpdesk or on-site employee.

Finish By Listening To The Employee:

- [ ] Be receptive to discussing concerns from onsite employee and teleworkers.
- [ ] Address questions and most important, clarify expectations
- [ ] Be open to different ways of doing business, e.g., webcams, conference calls, Instant Messaging, Zoom, etc.
- [ ] Complete the information below for the specific technology resources needs of the employee
    - [ ] Send the request to Information Technology
- [ ] Ensure each person walks away knowing their role is important to the organization.

Steps for Employees to Follow:

- [ ] Review the Emergency Telecommuting Guidelines and sign acknowledgement.
- [ ] Identify equipment, software, systems needed off site to conduct job duties and inform supervisor.
- [ ] Identify a quiet room or area within your home to work without interruptions.
- [ ] Check in with your manager at the beginning of your scheduled work day and throughout the work day and inform your manager when off duty.
- [ ] Respond to your emails, texts and voicemails in a timely manner.
- [ ] Identify and report any technical issues immediately to your manager and IT department.
- [ ] Use your personal time when you need to conduct personal business or when too ill to telecommute.
- [ ] Enter your time remotely for approval and timely pay.
- [ ] Follow instructions for paycheck retrieval. If currently paid by direct deposit the process will not change.

Telecommuter Information for Remote Work Assignment

Name of Telecommuter: _____

Date of assignment: _____

Employee ID: _____

Title: _____

Check one: _____ Exempt _____ Non-Exempt

Dept. or Project Name: _____

Account Numbers: _____

Appropriate Administrator:

Please outline specific technology resources needed, including hardware (equipment) and software.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

EMERGENCY TELECOMMUTING ACKNOWLEDEMENT

By signing this document, I, the employee, am acknowledging that I have received California State University, Dominguez Hills Foundation Emergency Telecommuting Guidelines and Instruction Checklist and understand the expectations set for me in my temporary telecommuting role. I do hereby agree to adhere to all applicable current and future guidelines as applicable.

Employee Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____