

EMERGENCY TELECOMMUTING GUIDELINES

California State University, Dominguez Hills Foundation

Purpose

The purpose of this guidance is to establish the parameters for temporary alternative work arrangements for eligible employees during an emergency situation such as a natural disaster, pandemic, epidemic, quarantine restrictions or other unforeseen circumstances that prevent California State University, Dominguez Hills Foundation (herein referred to as “Foundation”) personnel from being physically present on-site to perform their responsibilities. The critical consideration is to ensure that the Foundation maintain its ability to efficiently and effectively execute its core services in various work units. The Emergency Telecommuting Guideline is not intended to replace any guidance under normal Foundation business operations. These guidelines are subject to change and revision when necessary.

Eligibility Criteria

This guidance applies to Foundation employees who work a regularly-scheduled workday and whose work is determined to be necessary for the achievement of the Foundation’s mission-critical core work during an emergency. Telecommuting is neither an employee right nor an employee benefit; an employee is not entitled to telecommute. All positions are not suitable for telecommuting; therefore, a decision to permit an employee to telecommute is determined between the employee’s manager (herein referred to as Appropriate Administrator) An Appropriate Administrator can be a Manager, Principle Investigator, Dean or Executive Director. The telecommuting arrangement should focus on mutual expectations and results, with participation based on specific work related criteria established by the employee’s manager and approved by the appropriate administrator.

Definition

Emergency telecommuting is a temporary arrangement during an emergency situation such as a natural disaster, pandemic, epidemic, quarantine restrictions or other unforeseen circumstances, etc. where an employee must still fulfill their job responsibilities to ensure business continuity. Telecommuting allows employees to perform their normal job responsibilities in a non-traditional work space.

Guidelines

To ensure an effective, productive emergency telecommuting program, California State University, Dominguez Hills Foundation (“Foundation”) establishes the following guidance guidelines:

1. **Work Standards for Emergency Telecommuters.** Employees (“Telecommuters”) who are authorized to perform work at off-site work locations must meet the same standards and professionalism expected of Foundation employees at on-site work locations in terms of job responsibilities, work products, customer and public contact.
2. **Time Period and Termination of Emergency Telecommuting.** The Emergency Telecommuting Arrangement may be revoked at the Appropriate Administrator’s discretion at any time with written notice to the Telecommuter.
3. **Job Responsibilities.** The Telecommuter will continue to be responsible for performance of job responsibilities while telecommuting during an emergency. The Telecommuter will meet or communicate with his/her Appropriate Administrator to receive assignments, review work progress, and complete work at predetermined intervals and more often, as the Appropriate Administrator directs. The Appropriate Administrator shall formulate objectives, expected results, and evaluation procedures for work completed while the employee is telecommuting. The Telecommuter shall promptly notify his/her Appropriate Administrator when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The Telecommuter may be assigned to another project and/or work location that may necessitate termination of telecommuting as dictated by business needs.
4. **Telecommuter Accessibility.** Telecommuters must be accessible via telephone, fax, network access, text, email, and other online communication channels (such as Zoom) by their Appropriate Administrator, co-workers and other employees during the Telecommuter’s schedule. The Telecommuter shall make arrangements acceptable to his/her Appropriate Administrator with regard to a method for receiving/recording work-related telephone messages.
5. **Compliance with Foundation Policies.** Telecommuters shall comply with all applicable federal and state laws, and Foundation policies and procedures.
6. **Emergency Telecommuting Schedule.** The Telecommuter shall generally maintain a consistent schedule of work hours and days to ensure regular and predictable contact with Foundation staff and others during regular business hours. A determination of flexibility in work hours and days where feasible given the position’s job responsibilities may be made on a case-by-case basis. These must be approved by the Appropriate Administrator. A Telecommuter's work schedule may be either on a part-time or full-time basis. Exceptions will be made when an employee's presence is required for a function or activity that cannot reasonably be rescheduled. The Telecommuter will remain flexible to his/her Appropriate Administrator and working arrangements when office functions require their attendance.

7. **Telecommuter's Responsibility.** Network connectivity, if required, is the responsibility of the employee, at the employee's expense. Any agreements for the Foundation to provide equipment, software, and/or Internet access will be documented by the Appropriate Administrator. The employee agrees to abide by the licensing regulations and restrictions for all software under license to the Foundation. A Telecommuter is responsible for providing for any personal devices used for Foundation business, including, appropriate security and virus protection, comparable to that provided for on-campus computers, including a firewall.
8. **Indemnity Waiver.** The Foundation does not assume responsibility for any private property used, lost or damaged as a result of the telecommuting with the exception of damage resulting from Foundation-owned equipment that has been documented as defective and documented as causing the damage. The Foundation is also not responsible for reimbursing the employee for wear and/or repair.
9. **Office Supplies.** The Foundation will not reimburse Telecommuters for the expense for supplies, which the employee is provided from his/her regular Foundation on-site work location. The Telecommuter may submit an advance written request for approval by his/her Appropriate Administrator for the purchase of any special supplies not available in the on-site work location needed in the performance of his/her job duties.
10. **Right to Inspect and Off-Site Maintenance Costs.** The Foundation is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with telecommuting, the off-site workspace or use of the Telecommuter's home. The Telecommuter is responsible to ensure that safe working conditions exist. Consequently, the Telecommuter shall notify the Appropriate Administrator immediately if a work related injury occurs, the Foundation shall have the right to make on-site inspections of the workspace, including home workspace with advance written notice or at other mutually agreed-upon times.
11. **Technical Support.** Regular campus help desk support will be provided to Telecommuters, as it is provided to all employees. Telecommuters that need help desk support will be required to bring Foundation owned equipment to campus if necessary. Remote options may be available in the event the Telecommuter is unable to come to the campus. If the Telecommuter needs specialized support for Telecommuter-owned equipment, s/he must purchase private technical support.
12. **Restricted-Access Materials.** The Telecommuter shall not copy, place on another computer, or delete restricted-access materials that are at the Foundation on-site work location or accessed through the computer, unless approved in advance by the Appropriate Administrator.

13. **Information Security.** The Telecommuter shall protect the Foundation information from unauthorized disclosure or damage and will comply with Federal, State, and Foundation standards, policies and procedures regarding disclosure of public and official records. Work done at the Telecommuter's off-site workplace is official Foundation business. All records, documents, and correspondence, (either on paper or in electronic form), must be safeguarded and returned to the Foundation at the conclusion of telecommuting or upon request by the Telecommuter's appropriate Administrator. Telecommuters must take reasonable precautions to ensure that their devices (e.g. computers, tablets, smart phones, etc.) are secure before connecting remotely to Foundation information assets and must close or secure connections to campus desktop or system resources (i.e. remote desktop, visual private network connections, etc.) once they have completed Foundation-related activities or when the asset is left unattended. The Telecommuter shall report immediately to their immediate supervisor any lost and/or stolen Foundation related data on personal or Foundation devices.
14. **Benefits, Leave Requests Unchanged.** The employee's salary, benefits and worker's compensation shall not change due to telecommuting. An employee who is telecommuting is not entitled to reimbursement for travel mileage to attend work unit meetings. Requirements and the procedure for Telecommuter requests for sick leave, vacation and other leaves shall not change due to telecommuting.
15. **No Dependent or Medical Care.** Telecommuting is not a substitute for dependent care, medical leave, or caring for an ill family member. Telecommuters are required to make arrangements for dependent care during the agreed-upon work hours.
16. **Overtime.** A non-exempt Telecommuter shall not work overtime without prior written approval from his/her Appropriate Administrator. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws, policies and collective bargaining agreements. A Telecommuter's failure to obtain prior approval for overtime work may result in discontinuance of telecommuting.
17. **Legal and Tax Implications.** The employee is responsible for addressing and resolving any questions about the employee's ability to deduct expenses related to telecommuting. The tax implications of utilizing a home office are the responsibility of the employee.