

## Telecommuting

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**Policy No.: 520-85P**

Effective: 12/01/00

**POLICY:**

The policy of the University is to comply with the South Coast Air Quality Management District (SCAQMD) Employee Commute Reduction Program. Compliance with this program involves following the regulations of the SCAQMD, the California State University (CSU) system, and all provisions of collective bargaining agreements that are applicable, as well as the Fair Labor Standards Act.

**PURPOSE:**

The purpose of the Telecommuting Program is to:

1. Comply with [SCAQMD Rule 2202](#) by reducing average vehicle ridership to and from the workplace, and
2. Offer alternative work arrangements which, in turn, enhance the productivity and performance of certain types of work.
3. Successful implementation of the Telecommuting Program rests solely on the University's ability to efficiently and effectively maintain service and productivity in its various work units. It is the University's intention to maintain a Telecommuting Program that will improve office productivity, enhance air quality, relieve traffic congestion, and provide for continued employee services in the event of a natural or other disaster.

**PROCEDURES:**

Participation in the Telecommuting Program is voluntary. Any employee participating in the Telecommuting Program may terminate the telecommuting arrangement at any time by notifying his/her supervisor in writing of their intent to do so. Refusal to participate in the Telecommuting Program shall not reflect adversely on the employee's performance evaluation.

Employees must complete the telecommuting agreement and have their supervisor's approval prior to participating in this program.

It is explicitly recognized that many jobs are not suitable for telecommuting. The University has the right to refuse to make telecommuting available to any employee.

Telecommuting is neither an employee right nor an employee benefit. Telecommuting is a supervisor's option which may be made available when a mutually beneficial situation exists for the University and the employee. A telecommuting agreement may be terminated at any time by the University. Supervisors have no obligation to approve a telecommuting agreement for one employee merely because another employee, similarly situated, has been approved for telecommuting.

Employees in non-exempt positions may not work overtime or work before 6:00 a.m. or after 6:00 p.m. without the expressed permission of their supervisors. The employee's appropriate administrator will determine what way and how

often the telecommuter will make contact with his/her office. The telecommuter and his/her supervisor are responsible for establishing mutually acceptable guidelines for these issues and revising them as needed.

An employee's salary and benefits will not be adversely affected as a result of participation in the telecommuting program. Employees may be reimbursed for work-related phone calls made from their homes. The University will provide office supplies for telecommuting employees. Monthly telephone charges or other related expenditures must be presented to and approved by the telecommuter's supervisor within 30 days of the receipt of the bill.

#### **ELIGIBILITY:**

To be considered for telecommuting an employee must have good work habits and satisfactory performance records. The supervisor may take an employee's past performance, attendance and other close supervision requirements into consideration when determining whether an employee would be an acceptable candidate for telecommuting.

Employees who telecommute must maintain satisfactory work habits and performance based on the stated performance expectations of their supervisor.

#### **RESPONSIBILITIES:**

##### **Employee:**

Employees are responsible for maintaining satisfactory work habits and performance while participating in the telecommuting program.

Monthly telephone charges or other related expenditures must be presented and approved by the telecommuter's supervisor within 30 days of the receipt of the bill.

##### **Supervisor:**

The supervisor must take an employee's responsibilities, performance evaluations, and other close supervision requirements into consideration when determining if an employee may telecommute or continue to telecommute.

##### **Office of Human Resource Services:**

The Office of Human Resource Services is responsible for receiving and filing all telecommuting agreements.

#### **REFERENCES:**

[South Cost Air Quality Management District \(SCAQMD\) Employee Commute Reduction Program \(Rule 2202\)](#)

[Policies of The California State University](#)

[Fair Labor Standards Act of 1938](#), as amended

[Applicable provisions of Collective Bargaining Agreements](#)

#### **FORMS:**

[Telecommuting Agreement](#)

**FURTHER INFORMATION:** Office of Human Resource Services (818-677-2101)

**APPROVED BY THE PRESIDENT**