

# PeopleSoft Telecommuting Agreement Process

## Tutorial for AVPs and VPs

*Overview: The employee's HEERA manager would initiate the PeopleSoft digital signing process after they and the employee have discussed the divisional telecommuting expectations and finalized the employee's telecommuting work schedule.*

*The PeopleSoft process starts with the HEERA manager initiating the digital Telecommuting Agreement form for the employee. The form will then be routed to the employee to review the information for accuracy and to complete the Home Safety Checklist. Once the employee completes and submits their Telecommuting Agreement, it will be routed to the AVP/Dean and VP for review.*

### Detailed Guide

**Step 1:** Look for the email notification like the one below in your CPP Outlook Inbox. Click on the URL in the email to go to My Worklist in PeopleSoft.

Telecommuting Agreement Review Request

 noreply@cpp.edu  
To

Hello,

Please review and take appropriate action on the pending Telecommuting Agreement of the employee identified below:

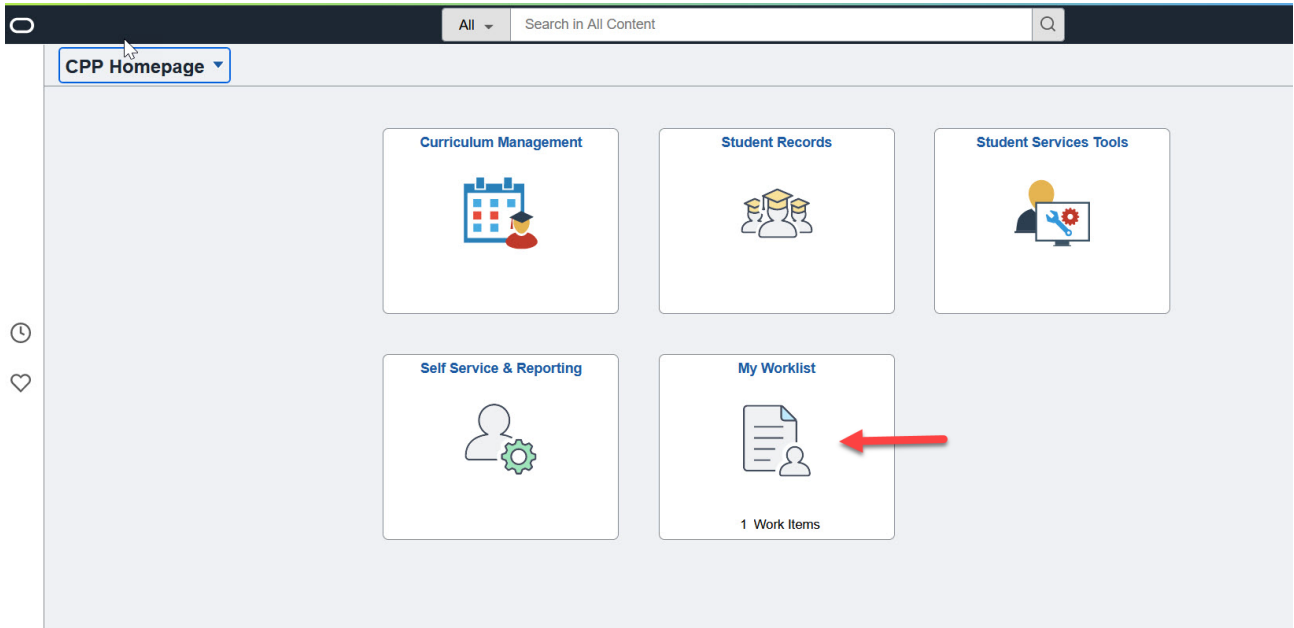
Employee -   
Job Title -   
Manager -   
Department - Empl Labor Relations & Compli (69740)

URL - <https://ldp.cpp.edu/ldp/profile/cas/login?service=https://cpp.csdev.cmsdc.calstate.edu/psp/CBPOMPRJF/EMPLOYEE/SA/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST>

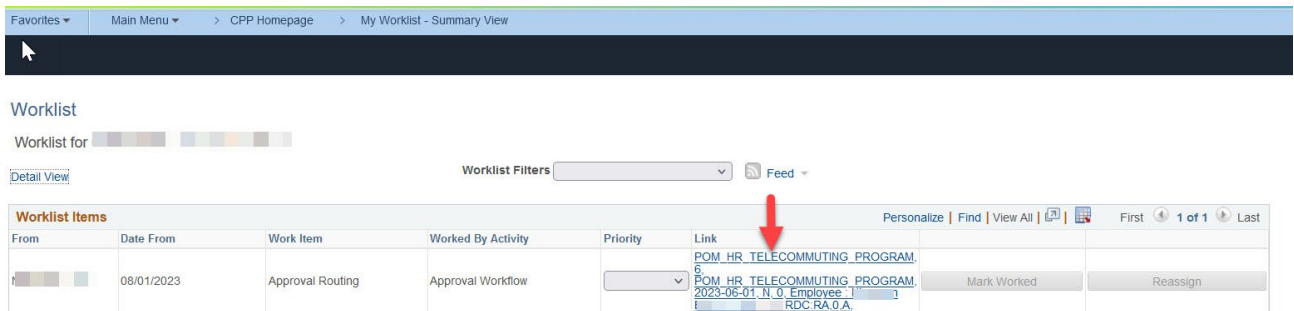
Best regards,

Employee/Labor Relations  
[elr@cpp.edu](mailto:elr@cpp.edu)

Alternatively, log into PeopleSoft CS. Click on My Worklist.



**Step 2:** In My Worklist, you will see the list of pending Telecommuting Agreements waiting for your review and approval. Click on the link of the employee's agreement that you want to review.



**Step 3:** Review all portions of the agreement, including the Cal Poly Pomona Telecommuting Program terms and conditions, the Telecommuter Information, the position description, the Telecommuter Work Schedule, the Telecommuting Work Performance Expectations and the Telecommuting Home Safety Checklist.

**CAL POLY POMONA TELECOMMUTING PROGRAM**

**I. Introduction**

A. California State University ("CSU") supports telecommuting when the campus determines that telecommuting is operationally feasible and is in its best interest. Such instances for telecommuting work arrangements may be considered when there are opportunities for improved operational performance, or as part of a disaster recovery or emergency plan. CSU recognizes that with current technology, it is possible for some employees to perform a variety of duties and job functions from their residences or other equipped sites ("Telecommuting Site"). This Telecommuting Program is designed for the campus's immediate use. Any changes to the program may require notice to the appropriate union(s) and an opportunity to meet and confer on impacts within the scope of representation.

B. CSU recognizes that telecommuting is only feasible for those job duties that can be performed away from campus. In that regard, most telecommuting agreements are voluntary and can be implemented only in instances in which a Department's Appropriate Administrator has determined that the nature of the job duties of a particular position can be performed successfully outside the traditional office setting without an undue impact on campus operations and the CSU's educational mission. Appropriate Administrators and Departments should carefully review the advantages and disadvantages before offering a telecommuting agreement.

C. Employees who are authorized to telecommute must submit a telecommuting agreement. The telecommuting agreement should identify, in advance, what assignments or tasks are appropriate to be performed at the telecommuting site. The employee should understand the expectations and essentials for participating in a successful telecommuting program. Participating employees shall only telecommute from within the State of California unless specifically authorized by the President and permitted by CSU policy.

D. Participation in the campus Telecommuting Program does not alter the rights or benefits provided under the employee's collective bargaining agreement ("CBA") between the California State University and the employees' unions.

E. The University recognizes the significant value of in-person on-site engagement. Accordingly, telecommuting may be full time or part time as determined by the appropriate administrator. Even full-time telecommuting assignments likely will include some on-site obligations. Participating employees will normally be provided 48 hours' notice of return to campus for an on-site obligation except by mutual agreement or in case of unavoidable circumstances.

F. Telecommuting agreements under this program are at the sole discretion of the campus and may be changed or revoked in accordance with this program.

G. Except as expressly set out below for Emergency Business Needs, telecommuting arrangements do not create any additional obligations upon the campus to provide equipment or workspace to the telecommuting employee. Those obligations are based upon the on-site status of the employee only.

**Telecommuting Agreement**

Telecommuter Information			
Employee Name	<input type="text"/>	Employee ID	<input type="text"/>
Division Name	President's Office	College/Div Area	AVP Empl & Org Dev & Advance
Department	Empl Labor Relations & Compli	Classification	<input type="text"/>
Work Email	<input type="text" value="@cpp.edu"/>	Work Phone #	<input type="text"/>
Telecommuting Site Address	<input type="text"/>		
*Telecommuting Start Date	<input type="text" value="08/01/2023"/>	*Telecommuting End Date	<input type="text" value="08/31/2023"/>

### Telecommuter Work Schedule

Mark the days that the employee is scheduled to work at the Telecommuting Site (TS) and the days they are scheduled to work on campus (OC). If their telecommuting work hours are different from their normal work hours, list them below. Work hours will be in accordance with Collective Bargaining provision(s).

#### Weekly Work Schedule Hours and Location

View All | 1-5 of 5 | Last

	Day	Location	Start Time (HH:MMXM)	End Time (HH:MMXM)		
1	Monday	On Campus	8:00AM	9:00AM	+	-
2	Tuesday	On Campus			+	-
3	Wednesday	On Campus			+	-
4	Thursday	On Campus			+	-
5	Friday	Telecommuting Site			+	-

To see the employee's position description, click on View Attachment.

### Attachment

A copy of the employee's position description must be attached to this agreement.

**Attached File** JobDescr.docx

[View Attachment](#)



### Telecommuting Work Performance Expectations

The following is a list of the employee's work duties under this Telecommuting Agreement with a notation of whether the duties will be performed on campus, at the Telecommuting Site, or both:

All duties will be performed at the telecommuting site for those days working remotely.

## TELECOMMUTER'S HOME SAFETY CHECKLIST

The Telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/off-site office as a condition for telecommuting. An initial on-site workplace hazards assessment of the home/off-site office may be deemed necessary. All the conditions below should be met and checked off and are the sole responsibility of the Telecommuter. The Telecommuter should review this checklist with their Appropriate Administrator, and must sign it prior to the start of telecommuting.

### Alternate Work Location Physical and Ergonomic Conditions

- The Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition arranged to work most efficiently and safely.
- The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it.
- Supplies and equipment (both University and employee-owned) are in good condition.
- The area is well ventilated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors and do not connect to another extension cord.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates.
- Surge protectors are used for computer equipment.
- Desk, chair, computer, and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
- Heavy items are securely placed on sturdy stands close to walls.

**Step 4:** After reviewing the agreement, click on Approve or Deny, as appropriate.

### Telecommuting Work Performance Expectations

The following is a list of the employee's work duties under this Telecommuting Agreement with a notation of whether the duties will be performed on campus, at the Telecommuting Site, or both:


test

Deny Approve

Return

**Step 5:** The employee and the HEERA Manager will both receive email notifications of your decision. Below are sample emails the employee would receive:

Telecommuting Agreement has been approved

 noreply@cpp.edu  
To [redacted]

Hello [redacted],

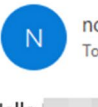
Your Telecommuting Agreement has been approved for the time period specified below:

Start Date - 2023-08-01  
End Date - 2023-09-30

Best regards,

Employee/Labor Relations  
[elr@cpp.edu](mailto:elr@cpp.edu)

Telecommuting Agreement has been denied

 noreply@cpp.edu  
To [redacted]

Hello [redacted],

Your telecommuting request for the time period specified below has been denied. Please contact your manager if you have questions.

Start Date - 2023-08-01  
End Date - 2023-08-31

Best regards,

Employee/Labor Relations  
[elr@cpp.edu](mailto:elr@cpp.edu)

See below the sample detailed information available to the employee and the HEERA manager regarding the agreement's status as it goes through the approval process. (Note, since this employee reports directly to a vice president, the dean/AVP's approval step is skipped.)

### Telecommuting Program

Approval Status: Pending

Telecommuting Program

**Skipped**  
No approvers found  
AVP/Dean

→

**Pending**  
Vice President

▶ **Comments**

### Telecommuting Program

Approval Status: Approved

Telecommuting Program

**Skipped**  
No approvers found  
AVP/Dean

→

**Approved**  
Vice President  
08/01/23 - 4:24 PM

▼ **Comments**

**System at 08/01/23 - 4:21 PM**  
Not enough approvers were found at: step number 1, path 1, stage 10. Routing to next step.

### Telecommuting Program

Approval Status: Denied

Telecommuting Program

**Skipped**  
No approvers found  
AVP/Dean

→

**Denied**  
Vice President  
08/01/23 - 4:13 PM

▼ **Comments**

**System at 08/01/23 - 3:46 PM**  
Not enough approvers were found at: step number 1, path 1, stage 10. Routing to next step.