CPP Telecommuting Program - Checklist for HEERA Managers

The Telecommuting Checklist for HEERA Managers is provided as a tool to assist HEERA Managers prepare for a discussion with the employee regarding the telecommuting program and for reviewing your employee's Telecommuting Agreement, if approved. The checklist outlines the Telecommuting Program eligibility criteria and requirements and is intended to be a companion tool used in conjunction with the Cal Poly Pomona Telecommuting Program documents. The CPP Telecommuting Program documents can be found at https://www.cpp.edu/eoda-hr/departments/elr/telecommute-program.shtml.

Prepare for the Discussion

Employees may request to participate in the Telecommuting Program via a written request to their HEERA Manager.

Once the HEERA Manager receives the request, the manager should acknowledge receipt and schedule a discussion meeting.

Start here:

1. Understand department/divisional operational expectations
2. Read the CPP Telecommuting Program documents (Telecommuting Program, Telecommuting Agreement, Telecommuting Work Performance Expectations, Home Safety Checklist)
3. Understand the employee eligibility requirements
4. Identify technology resources needed - is off site work feasible? (this may be a basis for denial)
5. Determine employee eligibility based on the program eligibility criteria and department/divisional operational expectations
    a. Telecommuting Agreements can be approved up to a year in duration
    b. Continuation in the CPP Telecommuting Program should be reviewed no less than annually in light of annual performance evaluation outcomes or as needed based on work performance concerns

The decision of the HEERA Manager to deny an employee's request to participate in Telecommuting is not subject to appeal. No employee is entitled to participate in the campus Telecommuting Program. Telecommuting is voluntary and approved upon mutual agreement between the employee and HEERA Manager.

Important note: Employee requests to telecommute due to a disability or medically related reason are managed through the reasonable accommodation process only and not through the Telecommuting Program. If an employee requests telecommuting or additional telecommuting days due to a disability or medically related reason, this request should be immediately referred to the ADA Coordinator, Manuel Montilla, at (909) 869-4095 or ADACoordinator@cpp.edu.

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If approved, start the discussion by reviewing the CPP Telecommuting Program document.

Review the following with the employee:

1. Acknowledge the employee is eligible to telecommute
2. Review maintaining eligibility
    a. Continued eligibility is based on:
        i. employee job responsibilities
        ii. operational feasibility
        iii. employee's satisfactory or above work performance
3. No telecommuting out of state, unless specifically authorized by the President and permitted by CSU Policy
4. Telecommuting Program does not alter the rights or benefits provided under the employee's collective bargaining agreement ("CBA")
    a. CBA related questions should be immediately referred to elr@cpp.edu
5. University-furnished equipment, property, and supplies
    a. Laptop is provided by University. The telecommuting site workstation is the responsibility of the telecommuter. Manager identifies if additional equipment or supplies are necessary. If deemed necessary, manager may:
        i. Provide necessary equipment or supplies
        ii. Authorize employee's expenditure and reimbursement
        iii. Provide alternate work location that has necessary supplies and equipment (e.g., campus work location)
    b. Internet connectivity is the responsibility of the employee, at the employee's expense, and must be verified

Be Specific in Stating Clear and Measurable Expectations

The participating employee will meet or 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 employee is telecommuting.

Participating employees are expected to:

1. Meet work performance standards and professionalism expected of campus employees at on-site work locations regarding job responsibilities, work productivity, communication, and interaction with members of the campus community
    a. Attendance
    b. Quality of work
    c. Volume of work
    d. Planning, organizing, and coordination of work
    e. Work Judgements

   f. Meets deadlines
   g. Initiative

Action Item: Complete the Telecommuting Work Performance Expectations form and attach employee's position description

2. Adhere to assigned work schedule

Action Item: Complete the Telecommuting Agreement form

3. Observance of work hours
   a. Exceptions to the work schedule may be made when an employee's on-site presence is required for a campus-related function or activity
   b. Non-exempt participating employees shall not work overtime without prior written approval from their HEERA Manager
   c. No Dependent or Medical Care: Telecommuting is not a substitute for dependent care, medical leave, or caring for an ill family member
   d. Communicate requests to use accrued leave credits with Department Lead and/or HEERA Manager in compliance with department's normal time off requesting procedures

Policy Acknowledgement

Participating employees 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 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
   g. All other CSU/CPP policies apply

Action item: Complete the Telecommuter's Home Safety Checklist

Next steps

1. Initiate the Telecommuting Agreement in the electronic platform identified for staff use.
2. Confirm any follow-up questions or clarifications
3. Ensure future check-in meetings are pre-scheduled.