

## CPP Telecommuting Program - Checklist for Staff

The Telecommuting Checklist for Staff is provided as a tool to assist with staff requests to participate in the Telecommuting Program and the submission of the Telecommuting Agreement if approved to telecommute. The checklist outlines the Telecommuting Program eligibility criteria and requirements. The CPP Telecommuting Program documents can be found at <https://www.cpp.edu/eoda-hr/departments/elr/telecommute-program.shtml>.

### Prepare to Submit a Request

Staff may request to participate in the Telecommuting Program via a written request to their HEERA Manager. Upon receipt of staff requests, the HEERA Manager will start to evaluate eligibility and schedule a meeting with the staff to review the request and may provide a determination at that time.

#### Start here

1. Read the CPP Telecommuting Program documents (Telecommuting Program, Telecommuting Agreement, Telecommuting Work Performance Expectations, Home Safety Checklist)
2. Understand the staff eligibility requirements
3. Understand department/divisional operational expectations
  - a. If unknown, this can be discussed at the telecommuting review meeting

The Telecommuting Program does not alter the rights or benefits provided under the staff's applicable collective bargaining agreement ("CBA"), if any. Participation is on a voluntary basis other than as part of an emergency plan. The decision of the HEERA Manager to deny a staff's request to participate in Telecommuting is not subject to appeal.

### Telecommuting Program Eligibility

Non-represented staff - MPP, Confidentials, and Student Assistants, and represented staff in CSUEU (Units 2, 5, 7, 9) and APC (Unit 4) are eligible to request to participate in the Telecommuting Program. No staff is entitled to participate in the campus Telecommuting Program.

1. No telecommuting out of state unless specifically authorized by the President and permitted by CSU Policy
  - a. Continued eligibility is based on:
    - i. staff job responsibilities
    - ii. operational feasibility
    - iii. staff's satisfactory or above work performance
2. Identify technology resources needed - is off-site work feasible? (This may be a basis for denial)

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- a. Laptop is provided by University. The telecommuting site workstation is the responsibility of the telecommuter. The manager identifies if additional equipment or supplies are necessary. If deemed necessary, the manager may:
    - i. Provide necessary equipment or supplies
    - ii. Authorize staff'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 staff, at the staff's expense, and must be verified
3. Meet with your HEERA Manager to determine if your position is operationally feasible for telecommuting based on your job duties, work performance, and the operational needs of the department.
- a. Telecommuting Agreements can be approved up to a year in duration
  - b. Continuation in the CPP Telecommuting Program will be reviewed no less than annually in light of annual performance evaluation outcomes or as needed if work performance concerns emerge

Important note: Staff 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. A request can be submitted to the ADA Coordinator, Manuel Montilla, at (909) 869-4095 or [ADACoordinator@cpp.edu](mailto:ADACoordinator@cpp.edu).

### Measurable Expectations

The participating staff will meet and 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 staff is telecommuting.

Participating staff are expected to:

1. Meet work performance standards and professionalism expected of campus staff at on-site work locations regarding job responsibilities, work productivity, communication, and interaction with members of the campus community. This may include but is not limited to the following:
  - a. Attendance
  - b. Quality of work

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- c. Volume of work
- d. Planning, organizing, and coordination of work
- e. Work Judgements
- f. Meets deadlines
- g. Initiative

Action Item: Review the Telecommuting Work Performance Expectations form and attach the staff's position description

- 2. Adhere to the assigned work schedule

Action Item: Review the Telecommuting Agreement form

- 3. Observance of work hours
  - a. Exceptions to the work schedule may be made when a staff's on-site presence is required for a campus-related function or activity
  - b. Non-exempt participating staff shall not work overtime without prior written approval from their HEERA Manager in accordance with the applicable collective bargaining agreement, if any
  - 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 the department's normal time off requesting procedures

### Policy Acknowledgement

Participating staff 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

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Action item: Review the Telecommuter's Home Safety Checklist

### Next steps

1. Complete the Telecommuting Agreement in the electronic platform identified for staff use.
2. Schedule regular/on-going check-in meetings. Meet with your HEERA Manager to understand work expectations and receive feedback on work performance for both in-person and telecommuting modalities.