

CALIFORNIA STATE UNIVERSITY, OFFICE OF THE CHANCELLOR
Telecommuting Policy and Guidelines
For CSUEU Employees

TELECOMMUTER'S AGREEMENT
For CSUEU Represented Employees

This Telecommuter's Agreement is between the Chancellor's Office and _____ (Employee). The employee's normal work location is _____, the employee's department is _____, the employee's classification is _____.

The duration of the telecommute agreement shall be from _____ to _____ (not to exceed one year). The agreement must be renewed prior to the expiration date of the agreement in order for the employee to continue participation in the Chancellor's Office telecommuting program.

The Work Performance Expectations of the Telecommuter's Agreement outlines the work performance expectations of the telecommute assignment. By signing this agreement, the employee understands and agrees to satisfactorily meet the performance expectations as provided.

The Chancellor's Office will provide reimbursement for the following business-related expenses:

- Charges for business related long distance telephone calls
- Maintenance and repairs to State owned equipment for damage not due to employee's gross negligence, recklessness or intentional vandalism
- Internet access charges

Claims must be submitted according to the applicable reimbursement policies and procedures and must be accompanied with appropriate receipts, bills, or other verification of the expense.

Check one of the boxes below:

- Telecommute days are scheduled and will not be substituted without advance approval of the appropriate administrator. Regular days in which the telecommuter will report to the office and office hours will be _____. Telecommute days and work hours will be _____.
- The employee will telecommute from a home office frequently (weekly or monthly) on an as needed basis as determined by the appropriate administrator.

Telecommuters must be available during the core business hours of _____ to _____ during the employee's work week.

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The use of vacation, time off, or other leave credits is subject to normal procedures. For non-exempt employees, overtime to be worked must be approved in advance by the supervisor. For exempt employees, the manager must approve hours of availability.

The telecommuter shall carry out the steps needed for good information security in the home office setting, and has read the Chancellor's Office security requirements and procedures. The telecommuter agrees to inform his/her manager when security has been jeopardized.

By signing this Agreement, the employee acknowledges that he/she has received, read, and understands the Telecommuting Policy and its attachments. Furthermore, the employee accepts the terms of the agreement and agrees to abide by them.

This agreement, its attachments and any revisions are not contracts or promises of employment. Nothing in this Agreement guarantees employment for any specific term.

A copy of this agreement shall be placed in the employee's official personnel file.

Agreed:

_____	_____	_____
Employee Name (Print)	Employee Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Supervisor Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Vice Chancellor Signature	Date

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____
		Human Resource Signature	Date

The telecommuter must initial and date all pages of the Telecommuting Policy to show they have read and understand the policy. A copy must be attached to this agreement.

cc: Personnel File

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TELECOMMUTER'S AGREEMENT
Work Performance Expectations

The following is a list of work performance expectations as part of the identified employee's Telecommuting Agreement:

(Employee Name) _____ agrees to perform the following work expectations in a satisfactory manner for the period of this telecommuting agreement from the effective date of _____ to the ending date of _____. These work performance expectations shall be attached and/or incorporated into the employee's job description and shall be used in assessing the employee's job performance for the appropriate review period.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Employee Name (Print) Employee Signature Date

Supervisor Name (Print) Supervisor Signature Date

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EQUIPMENT CHECKLIST FOR TELECOMMUTERS

Employee Name: _____

As a result of the telecommuter agreement with the employee identified above, the Chancellor's Office provides the following equipment:

Equipment Description	Estimated Cost

It is understood that the cost of replacement of State owned equipment which is damaged or destroyed due to the employee's gross negligence, recklessness or intentional vandalism, shall be the responsibility of the employee identified above as the telecommuter.

Agreed:

Employee Signature

Date

Supervisor Signature

Date

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TELECOMMUTER'S HOME SAFETY REQUIREMENTS

1. Maintain all stairways clear of objects that could cause a person to trip.
2. Stairways should have a firmly anchored handrail.
3. All stairways should be well lighted.
4. All stair coverings should be securely anchored.
5. Have a safe stepladder for home use.
6. Make sure scatter rugs are skid proof & laying flat and all carpets are securely anchored.
7. All entranceways, exits, halls and walks should be well lighted.
8. Wear proper footwear to prevent slips, trips, falls and other fall injuries.
9. Place all lamp, extension and telephone cords out of traffic areas.
10. Chairs, tables and desks should be safe to use and be ergonomically correct.
11. All electric receptacles should be the three prong grounded type.
12. Know how to turn off the electrical, water and gas sources to your home.
13. All fuses should be of the correct amperage.
14. Label the fuses or circuit breakers to identify the outlets and appliances they protect.
15. All light switches should work correctly.
16. All electrical appliances and their cords should be Underwriters laboratories (UL) approved.
17. Unplug small electrical appliances such as hair dryers, shavers, electric knives, coffeepots, etc. when not in use.

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18. Keep the area around the furnace and hot water heater clear of boxes and other combustible materials.
19. Insure that portable heaters are in good condition; provide adequate ventilation; and position them in a safe location away from flammable materials.
20. Develop and practice a fire escape plan for your home.
21. Have a charged ABC fire extinguisher of at least the 2 ½-pound size conveniently located in your home. Install smoke alarms throughout your home and inspect regularly for proper functioning.
22. Check your power cords and replace those that are damaged.
23. Make sure that any extension cords you are using for tools and appliances are the right capacity.
24. Have a flashlight for emergencies.
25. Make sure that all your doors and windows close and latch properly; and that all exterior doors are secured with a deadbolt.
26. Maintain a well-stocked first aid kit for emergencies.
27. Post emergency numbers by all telephones.
28. Place all portable fans and heaters where they can't be knocked over. Keep them at least three feet from furnishings and flammable materials.
29. Keep all paint; paint thinner, pesticides and gasoline stored out of the house and away from heat and other ignition sources.
30. Control mildew through adequate air circulation and humidity control.
31. Obtain assistance for heavy lifting and utilize safe lifting techniques.
32. All walks, porches and doorways must be clear of obstacles.
33. All hard-surfaced floors must be clean and spills wiped up immediately.
34. Non-skid polish must be used on all polished floors.
35. Bathroom, kitchen and outdoor circuits must be protected by a ground fault circuit interrupter.

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36. Your home must have adequate electrical power in all areas to safely operate all your electrical appliances.
37. Wall switches and outlets should have safe cover plates.
38. If smoking is permitted in your home, provide deep, wide-rimmed ashtrays and prohibit smoking in bed or while lying down.
39. Have the furnace cleaned and serviced yearly.
40. Have the chimney and smoke pipe cleaned yearly.
41. Make sure the fireplace functions properly and is adequately screened.
42. Make sure the hot water heater has a pressure and temperature relief valve.
43. Make sure the hot water temperature is 120 degrees or less to prevent burns.
44. Adequately screen portable electric fans and heaters to prevent contact with the fan blades or heating elements.
45. Have plenty of wall outlets for lamps and appliances. "Octopus" outlets can overload circuits and cause fires.
46. Avoid running electrical cords under carpeting or hanging them from nails.
47. Sliding glass doors and other glass doors should be fitted with non-breakable glass.
48. Sliding glass doors should have some type of figure or design on the glass to help you see them when they are closed.

I have read and understood the Safety Guidelines and will comply with the requirements:

Employee Signature

Date

Reviewed by:

Supervisor Signature

Date