



PURPOSE

230.1 The Telecommuting Program is designed to provide guidelines under which staff and administrative employees may participate in home telecommuting. Telecommuting is defined as working in a space specifically set aside as an office in an employee's residence (home office). The University supports telecommuting in order to meet operational requirements and when determined to be in the best interest of the University. Primary elements of the program include identification of work expectations, home safety and ergonomic considerations, consistent interactions with the University, and on-going evaluation.

SCOPE

230.2 All staff and administrative employees may participate in home telecommuting by mutual agreement between the employee and Dean/Director. Participation shall be based on a written and signed agreement containing the work schedule, performance expectations, duration of assignment, work place hazards assessment, equipment assignment and business related costs. The telecommuting agreement shall also include any reasonable accommodation provisions for employees with permanent disabilities, and employees with temporary disabilities. Employees are covered by the University Worker's Compensation Program while actively performing in a telecommuting arrangement. Because participation in telecommuting is by mutual agreement, either the employee or the University may terminate participation at any time, normally with a 30-calendar day notice.

230.3 Where the provision of the Telecommuting Program are in conflict with the collective bargaining agreements reached pursuant to Chapter 12, (commencing with section 3560) of Division 4 of Title I of the Government Code, the collective bargaining agreements shall take precedence.

RESPONSIBILITIES

230.4 EMPLOYEES shall maintain a consistent work schedule and consistent interaction with supervisors and co-workers. Employees shall spend a minimum of one day per week on Campus unless a medical condition prevents the employee from being able to travel or under special circumstances approved in advance by the Dean/Director. For non-exempt employees, overtime shall be authorized in advance by the Dean/Director. For all employees, use of vacation or other leave credits shall be authorized in advance by the supervisor. Employees shall ensure that their home telecommuting space complies with safety guideline as stated in the Telecommuter's Home Safety Guidelines. In the event of a worker's compensation injury or illness, employees shall notify their supervisors immediately and complete all necessary documents regarding the injury. Finally, employees shall confer with the University Coordinator of Disability Programs in Human Relations where the telecommuting arrangement results from a temporary or permanent disability.

230.5 SUPERVISORS shall ensure that the employee has appropriate equipment in good working condition. Supervisors shall provide employees with written performance expectations prior to the commencement of telecommuting. Supervisors shall ensure that appropriate equipment and information security procedures are maintained and that all equipment issued by the University is properly documented. Finally, supervisors shall monitor the effectiveness of the telecommuting arrangement and shall provide the employee with feedback regarding performance. The Cabinet Level Officer shall approve each Telecommuting Agreement.

230.6 CERTIFICATION must be provided by 1) University Risk management for safety, ergonomic and insurance considerations and 2) Human Resources for program compliance, prior to the initiation of any individual Telecommuting Agreement.

TELECOMMUTER'S HOME SAFETY GUIDELINES

- Maintain all stairways clear of objects that could cause a person to trip.
- Stairways should have a firmly anchored handrail.
- All stairways should be well lighted.
- All stair coverings should be securely anchored.
- Have a safe stepladder for home use.
- Make sure all scatter rugs are skid proof and laying flat and that all carpets are securely anchored.
- All entranceways, exits, halls and walks should be well lighted.
- Wear proper footwear to prevent slips, trips, falls and other fall injuries.
- Place all lamp, extension and telephone cords out of traffic areas.
- Chairs, tables and desks should be safe to use and be ergonomically correct.
- All electric receptacles should be the three prong grounded type.
- Know how to turn off the electrical, water and gas sources to your home.
- All fuses should be of the correct amperage.
- Label the fuses or circuit breakers to identify the outlets and appliances they protect.
- All light switches should work correctly.
- All electrical appliances and their cords should be Underwriters laboratories (UL) approved.
- Unplug small electrical appliances such as hair dryers, shavers, electric knives, coffeepots, etc. when not in use.
- Keep the area around the furnace and hot water heater clear of boxes and other combustible materials.
- Insure that portable heaters are in good condition; provide adequate ventilation; and position them in a safe location away from flammable materials.
- Develop and practice with your family a fire escape plan for your home.
- Have a charged ABC fire extinguisher of at least the 2 1/2-pound size conveniently located in your home. Install smoke alarms throughout your home and inspect regularly for proper functioning.
- Check your power cords and replace those that are damaged.
- Make sure that any extension cords you are using for tools and appliances are the right capacity.
- Have a flashlight for emergencies.
- Make sure that all your doors and windows close and latch properly; and that all exterior doors are secured with a deadbolt.
- Maintain a well-stocked first aid kit for emergencies.
- Post emergency numbers by all telephones.
- Place all portable fans and heaters where they can't be knocked over. Keep them at least three feet from furnishings and flammable materials.
- Keep all paint; paint thinner, pesticides and gasoline stored out of the house and away from heat and other ignition sources.
- Control mildew through adequate air circulation and humidity control.
- Obtain assistance for heavy lifting and utilize safe lifting techniques.