

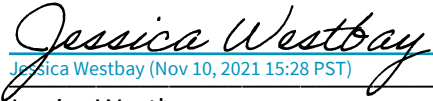
## Memorandum of Understanding

Telework Policy and Procedures  
San Francisco State University  
November 8, 2021

1. This Agreement (“Agreement”) is entered into between the Board of Trustees of the California State University (“University”) through its San Francisco State University campus (“SFSU”) and California State University Employees Union (“CSUEU”), all of whom are designated collectively as the “Parties” to this Agreement, regarding the implementation of “Telework Policy and Procedures”. Notice was provided to CSUEU on September 23, 2021. The parties concluded negotiations November 8, 2021.
2. As a result of the meet and confer, the Parties agree as follows:
  - a. Employees who request to telework may submit requests to their Appropriate Administrator for additional equipment to perform their work duties.
  - b. Employees who are in the telework program are encouraged to work with their Appropriate Administrators to address any temporary video conferencing technical difficulties, including, for example turning off their video due to insufficient bandwidth. Employees are not expected to use their personal devices to perform their work duties.
  - c. Telework agreements can be for any duration as determined by the Appropriate Administrator. If applicable, within 45 days prior to the expiration of the Telework Agreement, the employee may request a renewal.
  - d. San Francisco State agrees it shall provide 21-days’ notice in the event SFSU ends the telework agreement prior to its expiration, except by mutual agreement or in case of extenuating circumstances.
  - e. San Francisco State agrees that it shall normally provide 48-hours’ notice before any temporary change to the telework agreement, including requiring the employee to report to campus when they are otherwise teleworking, except by mutual agreement or in case of extenuating circumstances.
  - f. No employee is entitled to participate in the telework program. Teleworking is voluntary and is at the discretion of the Appropriate Administrator and SFSU. The decision to deny an employee’s request to participate in the telework program is not subject to appeal.
  - g. Violations of this MOU shall be subject to Article 7, Grievance Procedure of the Collective Bargaining Agreement.
  - h. In sections II and V of the Telework Policies and Procedures, SFSU agrees emergency business needs or disaster recovery needs do not apply to CSUEU employees at SFSU. If a systemwide Emergency Telecommuting agreement is reached between the CSU and CSUEU, SFSU agrees it will review said agreement in good faith before deciding whether to opt-in to the systemwide agreement.
3. CSUEU acknowledges that the University has fully satisfied its obligation to meet and confer regarding the above referenced issue. This Agreement does not alter or abridge the rights and

obligations contained in the January 31, 2018 - June 30, 2022 Collective Bargaining Agreement between the Parties.

For the CSUEU:

  
[Jessica Westbay \(Nov 10, 2021 15:28 PST\)](#)

Jessica Westbay  
Vice President for Representation



Brenda Brown  
Lead Labor Representative



[Pamela Robertson \(Nov 9, 2021 17:29 PST\)](#)  
Pam Robertson  
Vice Chair, Bargaining Unit 2



[Don Moreno \(Nov 11, 2021 12:57 PST\)](#)  
Don Moreno  
Vice Chair, Bargaining Unit 5



[Dawn McCulley \(Nov 9, 2021 17:25 PST\)](#)  
Dawn McCulley  
Chair, Bargaining Unit 7

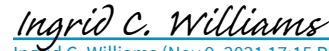


[Andrea Skinner \(Nov 9, 2021 16:37 PST\)](#)  
Andrea Skinner  
Vice Chair, Bargaining Unit 9



[Nick Wirz \(Nov 10, 2021 09:21 PST\)](#)  
Nick Wirz  
Labor Relations Representative

For the California State University:



[Ingrid C. Williams \(Nov 9, 2021 17:15 PST\)](#)  
Ingrid C. Williams  
AVP of Human Resources  
San Francisco State University



[Theresa Pollard \(Nov 9, 2021 16:31 PST\)](#)  
Theresa Pollard  
Director of Employee & Labor Relations  
San Francisco State University



[Thomas Le \(Nov 9, 2021 16:29 PST\)](#)  
Thomas Le  
Senior Manager of Systemwide Labor Relations  
California State University

*Sandee Noda*

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Sandee Noda  
President, CSUEU Chapter 305

*Dan Rosenthal*

[Dan Rosenthal \(Nov 9, 2021 17:04 PST\)](#)

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Dan Rosenthal  
Vice President & Chief Steward, CSUEU Chapter 305

*Robyn Ollodort*

[Robyn Ollodort \(Nov 10, 2021 08:52 PST\)](#)

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Robyn Ollodort  
Treasurer, CSUEU Chapter 305

*Richard HO*

[Richard HO \(Nov 10, 2021 10:30 PST\)](#)

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Richard Ho  
Unit 7 Representative, CSUEU Chapter 305

*Katie Murphy*

[Katie Murphy \(Nov 9, 2021 16:55 PST\)](#)

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Katie Murphy  
Unit 9 Representative, CSUEU Chapter 305