

Work Plan for Temporary Telecommuting Agreement:

Eligibility to Telecommute:

- The employee must be in a job classification that is capable of being performed remotely.
- Job Functions that are not able to be performed remotely may explore flexible work options with the Appropriate Administrator.

Pre-Work:

Identify essential tasks, operations, and functions that must be accomplished at certain times during the workday and the development of coverage requirements.

Tools to evaluate the ability to perform work remotely:

- Review all aspects of the employee's role, possibly including position description.
- Determine the expected daily deliverables, prioritize assignments, and identify any ongoing projects.
- Develop the method by which work is delivered.
- Make sure that the employee understands timelines and standards for acceptable work products.
- Determine if any area of the employee's work is unable to be performed remotely and develop a plan for that work to be accomplished once the employee returns to work.

Ongoing checklist during Telecommuting Assignment.

Areas of discussion should include:

- Business Continuity. What is working well and what challenges are you facing during the telecommuting arrangement.
- Network connectivity. Is the employee able to access necessary files, programs, and applications?
- Independence. Is the employee able to stay on track with work and business expectations and timelines?
- Participation. Is the employee available to customers and co-workers and able to participate in meetings and/or projects via remote collaboration tools?
- Communication. Supervisors, team, and employees are in regular contact and working together effectively and productively for ensuring time deliverables.
- Good work environment. Supervisors and employees should discuss effective work environment.

Work Hours:

- Hourly employees should maintain their regular hours of work while telecommuting.
- Non-exempt staff who telecommute (whether on a temporary or a regular basis) must gain approval from their manager before working overtime.
- All employees should be accessible during regular work hours and participate in meetings when appropriate.
- The supervisor may require the employee to be in the office and adjust or cancel the telecommuting schedule accordingly.
- Employees should follow normal procedures for requesting vacation or notification regarding sick time.

Safety Considerations:

- Employees should have an ergonomically safe and comfortable work area that is free from distractions.
- Employees working with PII (Personally Identifiable Information) and/or Level 1 data must take reasonable measures to ensure the data is protected. If the employee suspects there has been a breach, please report immediately.
- The University maintains ownership of all University property used by employees during remote work.
- No one other than the employee, including other household members, may use such equipment.
- Employees will exercise care in protecting and maintaining such equipment and will promptly notify their supervisor of any San Francisco State University equipment-related problems or malfunctions that may arise.