

Temporary Telecommuting Program In Response to COVID-19

The goal of this temporary program, which includes the alternative delivery of instruction and services, is to reduce the number and density of students and visitors on campus, reduce person-to-person contact, and reduce the chance of person-to-person transmission of COVID-19. While CSUSB does not currently have a telecommuting program, we are adopting a temporary telecommuting program for the foreseeable future and until further notice. This is consistent with social distancing best practices for containment of communicable diseases.

A Temporary Telecommuting Agreement will be made for employees whose job duties are conducive to working remotely. Instructional Faculty have been pre-approved for a temporary telecommuting arrangement, based on the decision to provide instruction through alternative modalities (please refer to separate guidance from Academic Affairs). Telecommuting is implemented as a result of the Federal, State and CSU mandates in response to the COVID-19 outbreak.

CSUSB has defined the following four designations for employees during this Temporary Telecommuting Program.

Physically essential on-campus employee:

An employee who primarily works on campus to protect, recover and continue vital operations as determined by the appropriate Vice President.

Hybrid essential employee:

An employee who may be assigned work both remotely and/or on campus during any given time period to protect, recover and continue vital operations as determined by the appropriate Vice President.

Remote employee:

An employee who primarily works remotely to continue regular operations as determined by the appropriate Vice President.

Administrative time-off employee:

An employee whose primary work functions cannot be generally replicated in a remote work environment but could be assigned remote and/or on campus responsibilities as determined by the appropriate Vice President.

Any employee's designation may change during the Temporary Telecommuting Program (TTP) as determined by the appropriate Vice President. The TTP employee designations are specific to

the University's response to the COVID-19 outbreak and not precedent setting with regard to regular operational expectations.

As outlined in designations above, employees granted a telecommuting arrangement are expected to establish an appropriate work environment within their home for work purposes. CSUSB is not responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

A workplace hazard self-assessment is required as part of the Temporary Telecommuting Agreement. CSUSB will determine the equipment needs for each employee on a case-by-case basis and document them in the Temporary Telecommuting Agreement and completion of an Off-Campus Use of University Equipment form as necessary. Equipment supplied by CSUSB is to be used for business purposes only.

Consistent with CSUSB's expectations of information security for employees working in the office, telecommuting employees will be expected to ensure the protection of proprietary university and student information accessible from their home office. Use of non-university computing equipment should be limited to personal computers that have currently supported operating systems (e.g., Windows 10, MacOS 10.13 or newer) in addition to University provided anti-virus and anti-malware protection.

Business related expenses will be tracked in accordance with the Temporary Telecommuting Agreement and standard University protocols.

These arrangements are expected to be short term and CSUSB will continue to monitor guidance from health officials and the need for remote work arrangements. CSUSB may require employees to return to regular, in-office work at any time.