

Dear Colleagues,

Cal State San Bernardino is re-imagining employee modes of working in order to provide flexibility during the global pandemic and to assist us in implementing measures in the COVID Prevention Plan and response. While our goal remains creating a safe environment to provide an in-person campus experience for students, faculty and staff, what that ultimately looks like will be different from our pre-pandemic lives.

Our campus is therefore working with the Chancellor's Office to opt in to the [California State University \(CSU\) telecommuting program](#), which was recently ratified by a meet and confer process on [August 11 between CSUEU and the Chancellor's Office](#). Once implemented, the program will apply to CSUEU Units 2, 5, 7 and 9 and also unrepresented groups.

CSUSB is in the process of finalizing the details of the program for our campus, but we are moving forward with these general points of understanding:

- We recognize that telecommuting is only feasible for those job duties that can be performed away from campus. Telecommuting agreements are voluntary and can be implemented only in instances in which a department's Appropriate Administrator has determined that the nature of the job duties of a particular position can be performed successfully outside the traditional office setting without an undue impact on campus operations and CSUSB's educational mission.
- CSUSB recognizes the significant value of in-person on-site engagement. Accordingly, telecommuting may be full time, part time or of limited duration as determined by the appropriate vice president and validated by Human Resources.

Further details on the new telecommuting option and process will be forthcoming. The post-pandemic steering committee will continue meeting to determine any long-term decisions related to telecommuting.

As the Delta variant is emerging, I encourage each of you to get vaccinated and help us put this pandemic behind us. I wish you and your family the best of health.

Sincerely,

**Tomás D. Morales**  
President