

Dear Colleagues,

Cal State San Bernardino continues to re-imagine employee modes of working. I have been reviewing our options with the President's Cabinet in light of what we have learned over the past three academic years regarding the flexibility of work structures along with the success we have enjoyed with remote work. Based on this review, we will be expanding available work options for academic year 2022-23.

Our overall goal of maintaining an on-campus educational environment and experience for our students remains paramount. Therefore, we continue to require a physical presence on campus of our staff and administrators. We also know that meeting in person, and not simply via screens, grows a spirit of connection along with a level of collaboration that only face-to-face interactions can offer. However, our commitment to our students and employees, while maintaining an engaged and committed workforce, means that we will add flexibility to our work options.

Therefore, beginning on October 10, 2022, and ending on June 4, 2023, CSUSB will offer a hybrid work schedule option to those employees whose positions allow them to telework. What this means is that:

- All staff and administrators must be on-site at least 3 days per week, with the understanding that the operations of some individual units and/or positions require on-site work of 4 and/or 5 days per week. Part-time staff scheduling will be handled within each division on a case-by-case basis.
- All employees who wish to take advantage of the hybrid option, and whose positions allow for this option, must complete a telework form, which will be provided by the appropriate vice president.
- Also, employees continue to have a responsibility to participate in and complete all trainings required by CSUSB and the CSU, to ensure our campus' ongoing safe operation.

Our goals of student success and moving this university into the future cannot happen without all of you, who work so hard every day for CSUSB. You all are the reason we have come so far and made such enormous progress. I have been listening to you, have heard you and this hybrid work model is the result.

Between now and October 10, the vice president of your division along with your office's director or manager will be discussing with you how the hybrid model will be implemented in your specific office.

As I have said since the spring of 2020, we are exploring new ground as we move into a future world we could not fully anticipate back in 2019. While we transition into this hybrid work model, please retain your commitment to showing respect, patience and compassion to one another. We are still all in this together.

Sincerely,

Tomás D. Morales
President