

## Chico State Enterprises Announcements Friday, August 12, 2022

### Telecommute Policy and Procedures

During the height of the pandemic in March 2020, Chico State Enterprises (CSE) implemented a temporary emergency telecommuting arrangement for employees. Today, pandemic hospitalizations and deaths have subsided, mask mandates and social distancing are no longer required by Center for Disease Control (CDC), California (CDPH) & Butte County Departments of Public Health and Cal/OSHA for employers. Although Butte County has recently been moved into the “High Risk” infectious rate (more than 200 cases per 100,000 people within a seven-day period), masks are highly recommended—but not mandated—within public and work settings. The positive news is COVID hospitalizations within Butte County continue to be rated well below the 10% “Low Risk” level criteria.

Based on this updated information, as of August 15, 2022, CSE will be officially lifting the temporary emergency telecommuting arrangement and return to normal in-person operations. Upon return, all employees will be required to adhere to all Cal/OSHA, CDPH, California State University, Chico and CSE workplace safety requirements.

The first question I know many of you will have is: “If I’m currently telecommuting can I continue to telecommute?”. The answer is: **possibly**. CSE has developed and adopted a new permanent (non-emergency) telecommuting policy and corresponding procedures (attached). CSE supports telecommuting when the project, center or department determines that telecommuting is operationally feasible and is in its best interest.

When possible, we have requested that all Directors, Managers and Supervisors provide a transition period for those employees that are currently telecommuting under the temporary emergency arrangement adequate time (up to 30 days) to transition back to their traditional work environment or allow employees to submit requests for telecommuting under the new CSE Telecommuting Policy.

Please work with you supervisors to determine eligibility for telecommuting. If you have any questions associated with the policy or forms, please contact [csehr@csuchico.edu](mailto:csehr@csuchico.edu).