



## Temporary Telecommuting Program

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 Chico State does not currently have a telecommuting program, we are adopting a temporary telecommuting program, to help manage the COVID-19 crisis. The practice is consistent with social distancing best practices for containment of communicable diseases.

A temporary individualized telecommuting agreement may 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 will be considered for employees when:

- They are required to remain home for monitoring by the County Department of Public Health
- They are required to remain home to care for an immediate family member who is ill
- They are required to remain home to care for a child or elderly parent as the result of a school, daycare, or elder care facility closure.
- As a reasonable accommodation due to a disability or medical condition.
- As a social-distancing precaution.
- On campus work is not available due to COVID-19 related stay at home requirements.

There are some positions at Chico State that require the employee to be physically present in the workplace. Given the nature of these jobs, those positions are not eligible for telecommuting. If and when employee are allowed to return to campus, and multiple requests to telecommute come in from the same area, and not all can be accommodated, requests that are based on COVID 19 requirements will be given priority. Following that determination, years of service, and past work performance will be considered among other factors.

Should the employee be granted a telecommuting arrangement, the employee will be expected to establish an appropriate work environment within their home for work purposes. Chico State will not be 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 assessment will be included in the individualized telecommuting agreement.

Chico State will determine the equipment needs for each employee on a case-by-case basis and document them in an individualized telecommuting agreement, and completion of an *Off-Campus Use of University Equipment* form when necessary. Equipment supplied by Chico State is to be used for business purposes only. Consistent with Chico State'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 up-to-date system patches and currently supported operating systems (e.g., Windows 10, MacOS 10.13 or newer) in addition to anti-virus and anti-malware protection. Refer to website: <https://www.csuchico.edu/isec/remote-access.shtml>.

Business related expenses will be tracked in accordance with the individual telecommuting agreement, and standard University protocols.

Chico State will continue to monitor guidance from health officials and the need for remote work arrangements. Chico State may require employees to return to regular, in-office work at any time. Emergency conditions should not be considered precedent-setting with regard to regular operational expectations.