



Teleworker's Agreement

The employee and director/manager will jointly complete this agreement. A checklist has been created to guide the discussion, the results of which are documented in the form below. Please note, if an end date is chosen it is the departments responsibility to track the date and have the employee renew agreement prior to the end date, if applicable. Human Resources will not send reminders that agreements are ending.

Agreement Dates

Start Date	
End Date <i>(example: undetermined/until end of assignment – date not required)</i>	

Employee Information

Name	
Job Title	
Department	
Status – full-time, intermittent, student employee	
Exempt or Non-Exempt	
Teleworking Address	
Work Email	
Telework Contact Phone	

Director/Manager Information

Name	
Title	
Email	

Teleworking Plan

Work Schedule – Regular Weekly Schedule <i>(example: Monday - Friday 8 a.m. to 5 p.m.)</i>	
Planned Days on Campus <i>(example: Tuesdays)</i>	
Planned Hours on Campus Per Week <i>(example: 8)</i>	
Planned Days Teleworking <i>(example: Monday, Wednesday, Thursday, Friday)</i>	
Planned Telework Hours Per Week <i>(example: 32)</i>	

The Corporation will not pay for the following expenses:

- Maintenance or repairs of privately-owned equipment
- Utility costs associated with the use of the computer or home office
- Furniture associated with the use of the computer or home office
- Equipment supplies (to be requisitioned through normal procurement procedures)
- Travel expenses associated with commuting to the campus
- Technical/computer personnel support at the off-site location
- Additional equipment or services without prior specification and authorization

Teleworking Policy for Corporation Employees

The Corporation supports the use of a telework option and alternate work schedules in positions where appropriate. The opportunity to participate in a telework program is offered only with the understanding that it is the responsibility of the employee to ensure a safe and proper work environment is maintained (e.g., dependent care arrangements do not interfere with the work, personal disruptions such as non-business telephone calls and visitors are kept to a minimum, etc.). Teleworking opportunities are based upon program requirements as determined by the appropriate Director or Manager.

Definition

Telework, as defined by the California Government Code means “the partial or total substitution of computers or telecommunication technologies, or both, for the commute to work by employees residing in California.”

Teleworking is only feasible for those job duties that can be performed away from main offices. Participation shall be based on specific, written work-related criteria established by the employee’s appropriate director or manager. Such selection criteria may include reasonable accommodation during the COVID-19 crisis and should include consideration of maintaining campus operations, flexibility and encouraging of physical distancing.

Work Schedule

Teleworkers shall maintain regular contact with the manager, supervisor and co-workers. The work schedule shall be consistent with the operational needs of the employee’s work. As with any work schedule, teleworking assignments or changes in work schedules may be made at management’s discretion to meet management needs or to accommodate an employee’s request.

For non-exempt employees, overtime shall be authorized in advance by management in accordance with Corporation policies and procedures. For exempt employees, hours of availability must be approved by the director or manager.

Employees that agree to teleworking will maintain a virtual presence with their respective department and remain accessible during their work schedule and agree to be available to virtually attend scheduled work meetings as requested or required by the department.

Employees will be required to work at their Corporation worksite at least one day per week or more depending upon business needs. Employees may also be required to periodically attend work meetings on campus or at their work site. Appropriate notice of onsite meetings will be provided.

Confidential and Sensitive Information

Employees will also agree to protect Corporation-owned equipment, records, materials and information from unauthorized disclosure and ensure confidential data is not compromised. It is the responsibility of the employee to prevent unauthorized access to any Corporation system from an off-campus location and agree to comply with federal, state, Corporation and University rules, policies and procedures regarding the disclosure of public and official records.

All Corporation employees, including teleworkers, are expected to adhere to Corporation and University policies and practices. This includes the policies on responsible use of information technology resources and confidentiality and security of Corporation and University information handled in the course of employment (for more details, refer to the [Information Security web page](http://www.security.calpoly.edu/policies/)<http://www.security.calpoly.edu/policies/>).

Health and Safety

If an employee incurs an injury while teleworking, workers' compensation law and rules apply. "Teleworking" is defined as the actions directly related to working from an off-site location and does not include actions that the teleworker may take during break periods from working. These non-covered actions would include all actions that the employee would not be able to perform in his/her campus office, or which are directly related to the operation of the home (examples of such non-covered actions include caring for children, domestic tasks, yard work, checking mail, retrieving the newspaper, etc.). In the event of a workers' compensation injury or illness, employees must notify their supervisor and manager immediately and complete all necessary and/or management requested documents regarding the injury. Employees will be responsible for maintaining an ergonomically appropriate, secure and safe teleworking work site.

Performance Standards and Evaluation

Performance standards and employee accountability for quantity and quality of work will not change due to the participation in the teleworking program. As in "regular" office assignments, supervisors and employees must discuss and understand what is expected to be produced during telework and when it is due. The evaluation of the employee's job performance will be based on established standards.

Conditions of Employment

All duties, responsibilities and conditions of employment remain the same for those who telework. Employee salary, retirement, benefits, insurance remain unchanged. The use of sick leave, vacation, or other leave must be pre-approved by the employee's appropriate director/manager.

Termination of Participation

Participation in telework is a bilateral voluntary agreement and the Corporation may terminate an individual employee’s participation in the program without cause, at any time.

Tax Implications

The tax implications of utilizing a home office deduction are the responsibility of the employee.

By signing below, I acknowledge that I have read and understand the Corporation’s Teleworking Guidelines and agree to abide by the guidelines (*copy of this Agreement will be placed in the employee’s official personnel file*).

Employee	
Name	
Job Title	
Department	
Signature	
Date	

Director/Manager	
Name	
Job Title	
Department	
Signature	
Date	