

Teleworker's Agreement – Director/Manager Checklist

The Cal Poly Corporation supports teleworking and teleworking work arrangements may be considered when there are opportunities for improved operational performance or for other operational needs. The teleworking arrangement should focus on mutual expectations and results. The director/manager should communicate in advance the assignments or tasks to be performed at the teleworking site and the assessment techniques to be used to measure success in meeting performance standards.

The Cal Poly Corporation recognizes that it is possible for some employees to perform a variety of duties and job functions from their homes or other equipped sites with current communication technology, and it is an option for the Corporation and campus to meet the needs of a changing workforce.

Connectivity

Does employee have Internet access?

- Yes
- No – refer employee to local internet providers

Does the employee require a phone to fulfill job responsibilities where their personal privacy would need to be upheld (e.g., calling employees to schedule appointments or discuss work-related matters)?

- Not required
- Provide Cal Poly Corporation Cell Phone Reimbursement Policy
- Inform employee of steps to block caller ID (key *67 before dialing the number)

Does employee need their office voicemail forwarded?

- Yes – request voicemails are forwarded to their e-mail
- No

Work Schedule

Does the employee understand the requirement to work on campus on one or more days per week?

- No, employee does not want to work on campus.
- Yes, employee understands the requirement to work on campus periodically.

Does the employee need to modify their work schedule?

- No
- Yes – minor and temporary change (adjusted start/end time or duration of lunch break) - *document schedule change in email to employee*
- Yes – major change (4/10 or 9/80 alternate schedule); discuss with Human Resources prior to approving

Work Coordination

- What is the plan for how the team will connect and considerations if there are on-campus workers and teleworkers within the group?
- What is the routine for connecting between the employee and manager?

Computer and Applications

What best describes the computing arrangement for this employee?

- Employee will primarily telework using their personal computer and Corporation-issued computer will remain at their dedicated work station in the event they work on campus (Level 1 data cannot be accessed and/or stored if personal computer is used.)
- Employee using a Corporation laptop and will have a dedicated desk on campus when working on campus.
- Employee using a Corporation laptop and will have a shared desk on campus (hoteling) when working on-campus. **This option is still in development; more information and guidance will be provided when available.

Does the employee need peripheral hardware for working remotely (printers, scanners, etc.) to carry out essential job functions?

- No
- Yes

Will the employee need to have access to shared department files?

- No
- Yes – consider the following options:
 - Ensure department file share can be accessed through the VPN
 - Move files to department OneDrive

Does the employee need to access campus applications that require the VPN to connect from off-campus?

- No
- Yes – ensure the VPN is installed and working

Manager to send to employee by email:

- Employee [Guide for Remote Work](#)
- Website links for [toolkits](#) for working from home
- [Ergonomics training](#)
- [Ergonomic Tips](#) for Working at Home
- Cal Poly [Environmental Health and Safety](#) website

**Some items above are still in development, please contact Human Resources for details.