California State University
SAN MARCOS
OFFICE OF
HUMAN RESOURCES

TEMPORARY TELECOMMUTING AGREEMENT

Employee Name	John Doe	Manager Name	Jane Smith
Title/Classification	Admin Analyst	Division/Department	ABC Division

In light of the evolving nature of COVID-19, and out of care and concern for our faculty, staff, students and community, California State University San Marcos (CSUSM) urges social distancing to minimize the spread of the COVID-19 virus, as recommended by the California Department of Public Health. As one practical method of achieving social distancing, CSUSM encourages temporary telecommuting where management has determined it is appropriate and possible.

This Temporary Telecommuting Agreement will be used in all instances in which management has determined an employee may temporarily telecommute. This Agreement provides the flexibility needed to adjust to emergent circumstances as the current health situation continues to change.

Employees ("Telecommuters") under this Agreement are expected to adhere to the same professional standards and remain obligated to comply with all University (as well as department) policies and procedures.

1. We (CSUSM and you) agree that you will temporarily telecommute on the following day(s) of the week: Monday - Friday; your work hours will be 8:00 AM to 5:00 PM. These telecommuting day(s) are scheduled, and any changes require advance approval of your manager/appropriate administrator. This temporary telecommuting arrangement will begin on March 18, 2020. This Agreement will be reviewed continuously during the period in which CSUSM encourages social distancing as a measure intended to minimize the spread of COVID-19. Although telecommuting days may need to be modified based on business and operational need, the campus will provide you with at least two (2) business days advance notice of a need to modify the telecommuting arrangement or come to campus.

2. You will maintain productivity, performance, communication, and responsiveness standards as reasonable to ensure operations are continuing while temporarily telecommuting.

3. You understand that this Agreement permitting you to telecommute is a temporary measure and is non-precedent setting. This Agreement does not change the basic terms and conditions of your employment at CSUSM. You will continue to perform duties outlined in your job description and/or additional/different duties related to your position, that the department may assign as part of this temporary arrangement.

4. You agree to maintain a virtual presence with your department while temporarily telecommuting. You agree to remain accessible during your remote work schedule, in the manner directed by the department, and using technology such as computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging. You agree to make yourself available to virtually attend scheduled work meetings as requested or required by the department.

5. If you are a non-exempt (hourly) employee, you will obtain written or email approval from your manager/appropriate administrator before working overtime (over 40 hours in a work week - Sunday to Saturday). This includes, but is not limited to, monitoring and responding to work emails or calls during non-work time (after hours, on weekends, while on vacation or on leave). You will also take your rest and meal breaks.

6. Use of vacation, time off, or other leave requests will follow normal notification procedures. Requests for vacation, personal holiday or CTO must be approved in advance by your manager/appropriate administrator.

7. You will obtain prior written approval by your manager/appropriate administrator before purchasing any new technology or equipment. You will be responsible for maintaining an ergonomically appropriate, secure and safe telecommuting worksite. All injuries incurred by you during hours you are working, and all illnesses that are job-related, must be reported promptly to Workers' Compensation.

8. You agree to abide by the terms stated in CSUSM's Acceptable Use of Campus Technology Resources policy and follow Safe Computing Practices as documented on the CSUSM website. You agree to protect University-owned equipment, records, materials and information from unauthorized disclosure and ensure confidential data is not compromised. It is your responsibility to prevent unauthorized access to any University system from an off-campus location and you agree to comply with federal, state, and University rules, policies and procedures regarding the disclosure of public and official records.

9. You agree to report to your manager/appropriate administrator any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity. You understand that all equipment, records, and materials provided by the University shall remain the property of the University. You agree to return all equipment, records, and materials within five days of termination of this Agreement.

By signing this form, you indicate you have read, understand and agree to abide by the terms as set forth in this Temporary Telecommuting Agreement.

Signed and Agreed by:

Employee Signature: John Doe _____ Date: 3/18/20 _____

Print Name: John Doe _____ Contact phone number: 858-663-6666 _____

Manager/Appropriate Administrator Signature: Jane Smith _____ Date: 3/18/20 _____

Print Name: Jane Smith _____

Senior Director, Human Resources Signature: Lisa McLean _____ Date: 3/19/20 _____

Print Name: Lisa McLean _____