

# **UNIVERSITY ENTERPRISES, INC.**

## **Temporary Work from Home Agreement**

### **GUIDELINES**

In an effort to combat the spread of COVID-19 and keep our campus community safe, University Enterprises will allow work from home agreements for staff who are not normally allowed to do so.

In order to facilitate social distancing to help slow the spread of COVID-19 and to provide as much flexibility as possible given personal considerations, including to our working parents (in light of many school districts closing) and those caring for or living with vulnerable populations, managers should exercise flexibility with employees. One potential step is telecommuting where and when work can be handled remotely. Below are some guidelines to help you in your communications with staff regarding potential telecommuting.

- All work must be performed in the State of California.
- The campus and UEI are open and operational (though some departments may be offering exclusively remote services).
- All employees are expected to continue to perform their job functions, whether working on campus or telecommuting.
- Department directors, agency managers and program directors will determine who will be allowed to telecommute. The UEI Executive Director, or designee, must approve all telecommuting requests prior to commencing work from home.
- If it is determined that an employee is able to perform their job functions remotely, the employee may choose to do so. Provided the employee is authorized to do so, they may also choose to continue coming into the office on their regular schedule or on a partial schedule.
- Since the Sacramento State campus is open and operational, employees who are telecommuting may come into the office as needed or when circumstances change and they are needed to come to campus. Before returning to campus, employees must first take the mandatory COVID-19 safety training. Please coordinate with your supervisor to ensure social distancing.
- Telecommute options may include various scenarios, for example three days of work at home and two days of work on campus/in the office; split hours in a day and/or rotational schedules with colleagues.
- Employees who wish to telecommute must have a fully executed Work from Home Agreement in place with UEI Human Resources prior to telecommuting.
- For campus employees – for purposes of information security, it is preferred that telecommuting staff use UEI/Department-issued computer equipment. Employees should work with the UEI IT or Campus IRT department, as appropriate, to ensure they will have access from home. For CAIN Students – please work with your agency’s Information Technology department.

- For employees who have work that cannot be performed at home, please consider flexibility in where the employee will sit/work to allow for greater social distancing in close/open workspaces.
- While we want to encourage as much flexibility due to school closures, it is not appropriate for children to be brought to work.

In addition to these guidelines above, the tasks normally performed by employees should be carefully reviewed to ensure that the job duties can be performed effectively from a secure remote location. Tasks should be clearly defined with results that can be measured effectively without frequent and regular direct supervision.

- Sample list of tasks/duties that are not generally conducive for telecommuting:
  - Duties that require face-to-face contact with internal/external customers (front line support)
  - Administrative (clerical) support and receptionist duties
  - Duties that require hands-on contact with on-site equipment
  - Hardware related services
  - Interviewing and performance management responsibilities
  - Projects requiring significant collaboration
  - Close supervision of staff and/or providing lead work direction
  - Training employees
- In addition, employees should demonstrate characteristics necessary to be successful telecommuters:
  - Self-motivated, responsible, well-organized, and self-disciplined
  - Must be familiar with and knowledgeable of the position's requirements, knowledgeable of applicable policies and procedures, and be an effective communicator with a history of dependability, reliability and responsible discharge of work
- The Work Schedule should remain the same as when the employee was at their regular workstation. Breaks and meal periods will continue to be taken in accordance with legal requirements and should remain the same as if the employee was at their regular workstation.
  - Non-exempt employees will continue to adhere to UEI guidelines regarding notification to supervisor if employee will be late for work, will be absent from work, or in obtaining written approval prior to working overtime.