

SONOMA STATE UNIVERSITY

Telecommuting Guidelines

The CSU Systemwide Telecommuting Program provides a general framework for telecommuting for CSUEU, APC, and non-represented (MPP/C99/E99) employees. The following guidelines provide additional information regarding how telecommuting arrangements may be operationalized at Sonoma State University.

1. Operational feasibility, student support, and service expectations should remain the primary considerations when determining whether a telecommuting arrangement is appropriate for a position or department.
2. Telecommuting arrangements should support student service, operational needs, team coordination, and the responsibilities of the position.
3. Similar positions within a department should generally be evaluated consistently under similar operational considerations and expectations regarding on-campus presence.
4. Recurring telecommuting schedules are generally expected to reflect a primarily in-person work arrangement and should typically include at least three pre-identified workdays per week on campus.
5. Recurring telecommuting schedules are generally limited to 1-2 remote workdays per week unless otherwise approved due to extraordinary operational circumstances.
6. Some divisions or departments may support occasional or intermittent telecommuting flexibility when operationally appropriate without establishing a recurring telecommuting schedule.
7. A formal telecommuting agreement is generally not required for one-time or occasional remote workdays.
8. Full-time telecommuting arrangements will only be considered under extraordinary circumstances when operationally appropriate and aligned with university needs
9. Managers are responsible for determining whether a proposed telecommuting arrangement is operationally feasible and aligned with applicable telecommuting program requirements, divisional guidance, service expectations, and departmental operational needs.
10. Managers and employees are encouraged to maintain open and transparent communication regarding telecommuting expectations, operational needs, and evolving department responsibilities.
11. Once a recurring telecommuting arrangement is agreed upon, the Telecommuting Agreement should be completed, signed, and submitted to Human Resources at

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telecommuting@sonoma.edu for placement in the employee's personnel file and review for alignment with university guidelines and program requirements.

12. Employees participating in telecommuting arrangements remain subject to all applicable university policies and collective bargaining agreement provisions regarding work hours, attendance, leave usage, responsiveness, and performance expectations.
13. If an employee is unable to work due to illness, care of a family member, or approved vacation, appropriate leave credits must be used in accordance with applicable university policies and collective bargaining agreement provisions.
14. Telecommuting arrangements may be modified, paused, or discontinued based on operational needs, staffing considerations, service expectations, performance concerns, or other operational priorities.
15. Telecommuting arrangements should not be modified due to an employee's approved use of sick leave or vacation leave.
16. Employees may occasionally be required to return to campus for operational needs such as meetings, events, trainings, staffing support, technical support, or significant university activities, including during scheduled telecommuting days.
17. Requests related to disability accommodations should be referred to Human Resources to initiate the interactive process and ADA accommodation review.
18. The university will not incur expenses to provide additional devices, furniture, office equipment, internet service, or technology upgrades to support telecommuting arrangements.

For additional questions or guidance regarding telecommuting arrangements, employees and managers are encouraged to contact Human Resources at telecommuting@sonoma.edu.