Telecommuting Program

University Senate Meeting

September 6, 2022

Policy Framework

- The telecommuting policy is a CSU system-wide policy of which SDSU has opted in
  - Implemented through collective bargaining and memoranda of understanding with:
    - APC (Unit 4)
    - CSUEU (Units 2, 5, 7 and 9)
  - Applied to unrepresented Management Personnel Plan (M80) and Confidential (C99) employees
  - The policy does not apply to faculty and staff represented by:
    - CFA (Unit 3)
    - State University Police Association (Unit 8)
    - Teamsters – State Employees Trades Council (Unit 6)
    - United Auto Workers – Academic Student Employees (Unit 11)
    - Union of American Physicians and Dentists (Unit 1)
  - The policy does not apply to student employees

Policy Tenets

- Telecommuting must be functionally feasible and in the best interest of university operations

- Telecommuting must result in sustained or improved organizational performance

- Telecommuting decisions are position-based, not feasible for all positions, and can only be approved where:
  - Job duties can be performed outside of a traditional office setting
  - Face-to-face interaction and support of students, faculty, staff, and others is minimal or may be reasonably scheduled

    -and-
  - There is no adverse impact to the university's operations or mission

- Telecommuting must include a formal agreement, work/task planning, performance expectations, and performance monitoring

- Telecommuting arrangements are subject to modification

- Telecommuters must adhere to IT and information security policies and practices

- Telecommuting is incompatible with dependent care or child care

SDSU Context

- The operational context of much of the COVID emergency no longer exists, and SDSU's operations have largely normalized

  - Over 86% of instructional activity is occurring on-site and in-person

  - Over 8,000 students are living in residence

- On-site services must be maintained to support on-site students, faculty, and staff

- Generally, all university offices must be staffed, open, and accessible Monday through Friday, from 8:00 am to 4:30 pm and as operational and service needs dictate

SDSU Procedure

- The Telecommuting Program is managed by Center for Human Resources, Labor and Employee Relations

- Employees or managers may initiate Telecommuting Requests

- All requests will result in an individualized assessment of position duties and job context to determine the appropriateness of telecommuting with review and consideration by:
  - the immediate manager
  - the college and/or divisional designee
  - the Telecommuting Coordinator

SDSU Procedure

- If approved, a telecommuting agreement, approved telecommuting schedule, and job performance expectations will be issued

- If denied, a formal denial communication will be issued to the employee articulating the position-specific basis for the denial

Current Snapshot

- As of September 2, 2022:
  - 557 Total Requests
    - 223 In-Process
    - 312 Approved (208 pending agreement, work schedule and work expectations; 104 finalized)
    - 22 Denied

Roadmap

- Exploring telecommuting options and other flexibility during intersession periods
- Training and support
- Monitoring telecommuting effectiveness and impacts
- Reporting

Thank You

Website: [SDSU Telecommuting Program](#)

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