

Temporary Telecommuting Arrangements

In exceptional situations including cases of public emergency and/or in compliance with public health guidance for contagious diseases, SDSU Research Foundation (SDSURF) may approve and implement Temporary Telework for temporary alternative work arrangements. Temporary telework may be a feasible option both for employees in essential positions and for employees who would not normally work during a suspension of operations so long as their job duties are conducive to working from home. Employees may telework during suspended operations as long as they have the advance written approval of their department management and Human Resources.

These arrangements are expected to be short term and SDSURF will continue to monitor guidance from health officials and the need to continue or suspend remote telework arrangements. Employees should not assume any specified period of time for temporary telework and SDSU Research Foundation may require employees to return to regular, in-office work at any time.

If an employee's work is not conducive to remote telework, SDSURF's regular pay and time off practices will apply. This means missed work time would be accounted for by using vacation accruals, personal holiday accruals, then unpaid time off.

Temporary Telework is a short-term discretionary program and must be discussed and considered on a case-by-case basis with the department management, individual employee, and Human Resources with no expectation of ongoing continuance.

Any employee who works remotely must use reasonable caution and procedures and equipment that maintains data storage and transmission security.

For purposes of Temporary Telework the Temporary Telework Application & Agreement is sufficient to request and approve Temporary Telework.

This policy will be updated in the event of change in conditions.

This policy is effective as of **3/13/20**.

Guidelines

These guidelines are intended to aid departments when establishing Temporary Telework arrangements for employees whose responsibilities can be performed outside the traditional office setting during emergency or adverse situations.

A unit's decision as to whether a temporary telework arrangement is feasible will depend upon:

- The employee's job responsibilities—if certain tasks and assignments can be performed at home
- Availability of necessary equipment and materials to perform the work
- The home environment—if it is one in which the employee can work productively and safely.

When teleworking, employees are still obligated to comply with all SDSURF rules, policies and procedures. Violation of such rules, policies and procedures may result in immediate cessation of telework arrangement, and possible corrective action. Telework does not change the terms and conditions of employment with SDSURF. SDSURF demands and responsibilities remain a priority.

Nonexempt hourly employees approved to telework are to accurately record all hours worked to ensure compliance with the recordkeeping and overtime requirements of the law. Exempt salaried employees are to accurately record any exception hours in whole day increments if no telework was performed that day.

Once a determination is made that a telework arrangement is feasible, management should determine:

- The job duties that will be performed during telework hours
- The expected work schedule and work hours including availability for calls, if needed
- How necessary communications will be maintained
- Potential problem areas and plan for how to handle those problems
- How safety and security of sensitive data are to be maintained

A telework arrangement may be discontinued by the manager or the employee with or without notice. At a minimum, all telework arrangements will be reviewed when the adverse working situation comes to an end.