Telecommuting permits CGU employees to perform their regular work assignments at their homes or other appropriate off-campus site.

Telecommuting is not a formal, universal employee benefit but an alternative method of meeting the needs of CGU and its employees. Since telecommuting is a privilege, CGU has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Employees are not required to telecommute. Employees have the right to refuse to telecommute if the option is made available to them. Employees who do choose to telecommute have the right to cease telecommuting and return to their former in-office work pattern at any time.

Department supervisors may authorize telecommuting arrangements with individuals whose job responsibilities are geared to working at home, and follow the criteria necessary for successful telecommuting. These may include research, reading or writing projects, or computing. The following guidelines are suggested:

Choose people who:

- work independently and effectively with little or minimal supervision.
- can work at home without affecting office coverage.
- possess good organization and time management skills.
- already have the appropriate equipment: safe office area with desk, chair and proper lighting; computer if needed, telephone, etc. (CGU does not supply computers, software or repairs.)

Establish Goals and Objectives:

- set goals and objectives before the person leaves for their telecommute day.
- meet afterwards to discuss accomplishments.
- obtain a signed agreement (see attached)

Termination of Agreement:

- A supervisor may terminate the telecommuting arrangement at any time it is deemed necessary for the good of the department.
Telecommuters will be required to sign an agreement stating policy criteria as follows:

1. This is a voluntary program and available for a maximum of one day per week.

2. Employee agrees to be available via telephone at all times during the work day.

3. Employee agrees that all of the tasks, duties, obligations, responsibilities, and conditions of employment will not be changed by reason of participation in the telecommute program, except for those specific changes set forth in this Agreement.

4. Employee agrees to establish and maintain a designated work space at his/her place of residence for the telecommute, which work space shall be maintained in a safe condition, free from hazards and other dangers to the employee. Employee agrees that CGU shall possess the right to make on-site inspections on reasonable notice for the purpose of determining whether or not the employee is maintaining the work space in accordance with this Agreement.

5. Employee agrees and fully understands that CGU’s workers compensation liability will only apply to the area in the employee’s residence that has been approved and used as a “designated work space.”

In the case of an injury while working at home, the employee will immediately report the injury to his/her supervisor to get instructions for obtaining medical treatment.

6. Employee agrees to incur all expenses related to the establishment and use of designated work space in his/her place of residence.

7. Employee agrees that telecommuting is not a substitute for child care and agrees to have someone else care for the children during the telecommute program.

The employee will also not undertake to provide primary care for an elderly adult, who would otherwise require the care of a nurse, while working at home.

8. Employee agrees that his/her total work hours, compensation, and vacation schedule will not change by virtue of participation in the telecommute program.

9. Employee agrees and understands that s/he is obligated to comply with all CGU rules, policies, practices, and instructions which apply to his/her job and any others specified in this agreement.

10. Restricted-access materials, such as payroll, records, will not be taken home without the written consent of the employee’s supervisor.

11. Employee agrees to keep a copy of this Agreement on file with the Director of Human Resources.

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Claremont Graduate University

TELECOMMUTE AGREEMENT

Name of Telecommuter:
____________________________________________________

Effective Date: ____________________  Week Day of Telecommute
________________

Supervisor: ______________________________________________________________

The parties above agree as follows:

1. This is a voluntary program and available for a maximum of one day per week.

2. Employee agrees to be available via telephone at all times during the work day.

3. Employee agrees that all of the tasks, duties, obligations, responsibilities, and conditions of employment will not be changed by reason of participation in the telecommute program, except for those specific changes set forth in this Agreement.

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9. Employee agrees and understands that s/he is obligated to comply with all CGU rules, policies, practices, and instructions which apply to his/her job and any others specified in this agreement.

10. Restricted-access materials, such as payroll, records, will not be taken home without the written consent of the employee’s supervisor.

11. Employee agrees to keep a copy of this Agreement on file with the Director of Human Resources.

I affirm by my signature below that I have read and understand this Agreement. I hereby agree to accept all of the conditions of this Agreement.

____________________________________  __________________________
Employee’s Signature                        Date

APPROVAL

____________________________________  __________________________
Approved by: Supervisor Signature             Date

____________________________________  __________________________
Authorized by: Senior Officer Signature       Date

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