

FAQ

Voluntary Remote Work / Telecommuting Program

"By this fall, CSUMB will transition back to being a fully in-person campus with an expectation that staff and faculty should be on campus to engage with colleagues and support students." Is this a blanket termination of all remote work agreements? **No.**

"All employees will be expected to be physically onsite during key division and/or campus activities or events (Otter Days, Commencement, etc.)" How much participation is needed, e.g. if 8 events are held annually, do they need to do all 8? 5? 3? Etc. **The expectation is that employees will attend all on site key division and/or campus activities or events as directed by their appropriate administrators. If anyone has a conflict or some other issue with this, they will work directly with their appropriate administrator.**

Several of these events are outside the permanent schedules of employees - Is this an authorization of overtime for all this call back? **In some cases, overtime/CTO may be assigned if applicable. Prior to working overtime, authorization from the appropriate administrator is required.**

How will approval from management work? **CSUMB employees need to seek advance approval and get approval from their appropriate administrator(s).**

Since so many events are at the beginning on the term swapping informal time off days within a week may not be feasible. Can the informal time off days be taken later? When? **Informal time off must be taken within the pay period, but after the date the extra hours were worked. Example: if the extra hours were worked on Sept 5, informal time can be taken at another date in September but not before Sept 5. If you have another scenario, contact HR for guidance.**

Is CSUMB prohibiting using leave (vacation) on these event dates? **This is on a case by case basis per position and campus operational needs, and time off requests require prior approval. Employees should receive approval from their appropriate administrator prior to securing vacation dates, booking flights or other non-refundable travel related arrangements on any dates.**

Is this new assigned work going to be demanded equitably or will certain people be exempted (e.g., MPPs, faculty, non-local)? **Assigned work is by position, and assigned by the appropriate administrators.**

Are we going to be released from other work obligations for these events or is this additive to our workload? **This will be considered on a case by case basis. Employees should check with their appropriate administrator.**

Will existing accommodations involving remote work be impacted? **Medically certified work accommodations are separate from Voluntary Remote/Telecommuting agreements.**

How will academic unit folks support a move-in on those weeks when they are already very involved with getting ready for classes (i.e. student success): meetings, space prep, etc. demands are quite high. Do they then need to come in on Saturday? **Employees should consult with their appropriate administrators.**

Will any injuries while helping a student move in be covered by workman's comp? If an employee is injured in the course of performing assigned work for the University, they are potentially eligible to submit a claim for worker comp. All injuries occurring in the course of work should be reported to the appropriate administrator.

For staffers who also teach, how will this work? Double requirement? The expectation is that employees will attend all on site key division and/or campus activities or events as directed by their appropriate administrators. The employee will need to check in with their appropriate administrators.

"Hard-to-fill" positions may be offered remote work. What's a hard-to-fill position, and who decides? Hard to fill positions are those with failed recruitments, that are difficult to fill with the local available workforce. The Vice President and President decide whether the position is eligible for remote work.

The most recent communication from the Office of the President stated that most remote work schedules will transition to a 4 days on campus, 1 day remote schedule. What date is that taking place? At the start of the Fall Semester, August 17, 2023. Agreements can be changed or modified as operationally needed throughout the year; however employee agreements should be re-newed annually at the start of the fall semester.

Can new, non-local employees start fully remote due to lack of local housing? Any consideration for remote work should be discussed with the VP. Hiring managers would consult with the VP. University campus housing can also be contacted for housing support for new, non-local employees.

What if an employee moves out of the area but wants to continue working 100% remotely? Consult with your appropriate administrator for any scenario outside of the approved remote work arrangement. Out of State Policy: <https://calstate.policystat.com/policy/10899725/latest/>

Are employees now expected to attend all events? Employees need to consult with their appropriate administrator regarding on campus event attendance.

For what time period will Telecommuting Agreements be approved? When submitting a new telecommuting agreement, the requested telecommuting timeframe should be limited to a 12-month timeframe, from the approved Telecommuting Start Date.

Does the VP/President need to review or sign the form? No, not as part of the formal approval workflow. However, the Appropriate Administrator should obtain support through discussion with their leadership structure [all the way up to VP/President] before signing the Remote Work/Telecommuting Agreement. In other words: when HR sees an Appropriate Administrator's signature on the form, HR takes that as VP/President support of the operational feasibility of the request. VP/President are cc'd on the agreement forms for their divisions.

Do I need to keep reattaching my Position Description (PD) each time? Yes, this is part of the terms of the program and we need a complete PD for each individual request.

Can employees who aren't in 'participating employee groups' telecommute? No. Only participating employee groups are eligible to participate in the program. Information on

'participating employee groups' can be found on the webpage: <https://csumb.edu/hr/working-remotely-tips/csumb-voluntary-remote-work-program-vrwp/>

If a Remote Work/Telecommuting Agreement is not approved, can the employee work from home? **No.** If not approved, employees must work on-site.

Is telecommuting/remote work a guaranteed benefit? **No.** Telecommuting is voluntary and approved upon mutual agreement between the employee and appropriate administrator when the campus determines that telecommuting is operationally feasible and is in the department's best interest.

How much notice is required to start/end a telecommuting or remote work agreement? The employee and appropriate administrator establish telecommuting start dates. The appropriate administrator or employee may terminate the Telecommuting Agreement at any time for any reason upon twenty-one (21) calendar days' (or less by mutual agreement) written notice to the employee or appropriate administrator.

Can employees telecommute / work remotely from out of state? **No.** Participating staff shall only telecommute from within the State of California unless specifically authorized by the President and permitted by [CSU policy](#).

What if I need to telecommute / work remotely due to a medically related or disability reason? Requests to telecommute due to a disability or medically related reason are managed through the Reasonable Accommodation Process and not through the Telecommuting Program. Requests to telecommute or requests to modify existing Telecommuting Agreements due to a disability or medically related reason, should immediately contact HR to begin the Reasonable Accommodation Process at leaves@csumb.edu.

What if my appropriate administrator does not approve my request to telecommute / work remotely? The appropriate administrator determines if a position is eligible to telecommute based on reasons such as job responsibilities, employee work performance, department and/or campus operational needs. The decision of the appropriate administrator to deny an employee's request to participate in telecommuting is not subject to appeal.

If I have child care, dependent care, or personal medical needs, may I request to telework / work remotely on a regularly scheduled in-person work day? **CSUMB understands life happens and on occasion, flexibility may be requested.** However, telecommuting is not a substitute for dependent care, child care, or personal medical care. A participating employee working pursuant to a Telecommuting Agreement is required to make arrangements for dependent care during the agreed upon workdays/hours. Employees may use leave credits if they are unavailable to work their approved schedule.

I have a question you didn't answer, who can I ask?
Contact Human Resources at RemoteWork@csumb.edu