



CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

Office of Human Resources

TELECOMMUTER'S AGREEMENT

Both the manager and the telecommuter understand that home-based telecommuting is a voluntary option exercised by both parties and can be discontinued by either party for any reason at any time.

The initial trial period for this agreement shall begin _____ and terminate on or before _____. If the agreement is not revoked or terminated prior to _____ then, the telecommute agreement shall continue beginning _____ and terminate on or before _____ provided the total duration is no longer than one year. Upon expiration of the effective time period, the agreement must be renewed prior to continued participation in the University's telecommuting program.

The "Work Performance Expectations" form outlines the job duty and responsibility expectations of the telecommute assignment. By signing this agreement the employee understands and agrees to satisfactorily meet the performance expectations as identified on the "Work Performance Expectations" form.

California State University, Bakersfield (the University) would provide the following business-related expenses:

1. _____ (i.e. charges for business related long distance telephone calls, office materials, etc.)
2. _____
3. _____
4. Maintenance and repairs to State owned equipment for damage not due to employee's negligence, recklessness or intent.

Any expense claims will be submitted with appropriate receipts, bills, or other verification of the expense.

Telecommute days are scheduled and will not be substituted without advance approval of the manager.

If applicable, campus office days and campus office hours will be _____ (days) _____ (hours).

Home office days will be _____ (days) General home office hours will be _____ (hours).

Location of home office will be _____ (describe physical location within home).

The supervisor must approve use of vacation, CTO, or other leave credits in advance. For non-exempt employees, overtime to be worked must be approved in advance by the supervisor. For exempt employees, the manager must approve hours of availability.

Telecommuting is not a substitute for dependent care, and employees must make regular dependent care arrangements.

The employee has read and understands the University's telecommuting policies and guidelines and agrees to abide by those policies.

The telecommuter shall carry out the steps needed for information security in the home office setting, and has read the University's security requirements and procedures. The telecommuter agrees to check with her/his supervisor when security matters are at issue.

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This agreement, its attachments and any revisions are not contracts or promises of employment. Nothing in this Agreement guarantees employment for any specific term.

Employee's Name (Print Name)

Employee's Signature

Date

Supervisor's Name (Print Name)

Supervisor's Signature

Date

Cabinet Officer Name (Print Name)

Cabinet Officer Signature

Date

AVP Human Resources (Print Name)

AVP Human Resources Signature

Date