

ASI & SC Telecommute Policy

PURPOSE

This policy permits the Executive Director of Associated Students Inc. (ASI) and University Student Center (SC) to enter into Telecommute Agreements with professional staff and student employees during times when there is a need to work from a remote location due to emergency campus and/or building closures.

POLICY

The Associated Students Inc. (ASI) and the University Student Center (SC) may permit professional staff and student employees to telecommute during times of emergency closures of the Stanislaus and Stockton Campus(es) and/or building, to ensure the essential functions of each organization continue to serve the student population.

This policy was voted on and approved by the
ASI Board of Directors on November 17, 2020
SC Board of Directors on October 29, 2020

The following signatures by the ASI President and SC Chair verify the approval of the ASI and SC Board of Directors:

Cynella Aghasi
Cynella Aghasi (Nov 19, 2020 10:50 PST)

Cynella Aghasi - ASI President

Nov 19, 2020

Date

Melannie Castellanos
Melannie Castellanos (Nov 19, 2020 13:44 PST)

Melannie Castellanos - SC Chair

Nov 19, 2020

Date

** This policy may be amended by a two-thirds vote of the SC Board of Directors.*

PROCEDURE

1.0 ASI & SC Telecommute Agreement

- 1.1 A Telecommute Agreement will be drafted and signed by both the employee and the Executive Director.
- 1.2 The Telecommute Agreement will specify dates and frequency of telecommute work to occur.
- 1.3 The Telecommute Agreement does not change the basic terms or conditions of the employment.
- 1.4 Depending on the length of the telecommute assignment, a two-week notification will be provided to the employee designating the end of the Agreement and the need for the employee to return back to the primary work location.

2.0 Equipment

- 2.1 ASI and SC will ensure the employee has the necessary equipment to perform their duties, including but not limited to: laptop, email, software applications, etc.

3.0 Security

- 3.1 If an employee is working with confidential information, they must use appropriate security measures to ensure data confidentiality, integrity and security of said data.

4.0 Compliance

- 4.1 ASI and SC will ensure that all compliance requirements are met as though the employee were working from the office location, including providing meal and rest breaks, reimbursements for supplies necessary to complete their duties, provide worker's compensation coverage, etc.
- 4.2 The employee is required to disclose the address location where the telecommute work will be performed and immediately notify ASI and/or SC if there is a change to said address.
- 4.3 ASI and SC will comply with all wage and hour requirements for each work location (i.e. minimum wage, sick leave etc.).
- 4.4 No work will be permitted to be performed outside of California or the Country (USA) due to tax and law implications.

5.0 Work Performance

- 5.1 Each manager will maintain periodic contact with their staff to ensure they are meeting the work performance requirements.
- 5.2 The employee will maintain productivity, performance, communication and responsive standards as if working at the primary work location.