Caltech

Date:
Name of Telecommuter: **Telecommuter UID:**
Division/Department: **Supervisor:**

Guidelines for Temporary Telecommuting (COVID-19)

Telecommuting shall be defined as a temporary work arrangement that allows the staff member to fulfill all or a portion of their primary job responsibility at a location other than their Caltech work site, such as home.

Before entering into any telecommuting arrangement, the staff member and the supervisor, with the assistance of Employee and Organizational Development (EOD), will evaluate the suitability of such an arrangement, and the supervisor and staff member will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.

Equipment:
Caltech will not provide telecommuting equipment unless it is justified based on the needs of the department and the nature of the work assignment. The decision as to type, nature, function and/or quality of electronic hardware, modems, systems access, data and phone lines rests entirely with the supervisor in coordination with the appropriate computing support department. If Caltech provides equipment, the telecommuter agrees that the use of the equipment, software, data and supplies provided by their department is limited to authorized persons and for Caltech related purposes only. The telecommuter agrees to take appropriate action to protect the items from damage or theft. Staff members using their personal equipment are responsible for any loss, damage, or wear to their personal equipment. Staff members agree to abide by software licensing agreements.

Upon termination of employment, all Institute property will be returned to the Institute, unless other arrangements have been made.

Technical Support:
If necessary, the supervisor will notify IMSS or Division IT support of technical support needs.

Security:
Consistent with the Institute's expectations of information security for staff members working on Campus, telecommuters will be expected to ensure the protection of proprietary Institute information accessible from their home workspace. Steps include the use of locked cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety:
Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Accidents, injuries, or illnesses which occur while telecommuting and in conjunction with the telecommuter's regular work duties should be reported immediately to their supervisor and to the Leave and Disability Unit at 626-395-4577 or LeaveUnit@Caltech.edu.

In person work related meetings should not be hosted at a home workspace. Meetings should be virtual.

Telecommuting Schedule:
Telecommuters who are in an overtime-eligible position are responsible to report their actual time worked, in and out times for meal periods, and/or absences accurately and completely for each day.

Related Personnel Memorandum and Policies:
Employee Timekeeping, PM11-3

Effective Dates:
This telecommuting arrangement is effective for the period the Institute determines appropriate as a result of COVID-19.

Department/Division Approval:
Employees are required to request approval for a temporary telecommuting arrangement via an email to their manager.

Managers, or the designated individual in the Division or Department, should confirm approval of the temporary telecommuting request via email, and must track the telecommuting requests approved.

The staff member and supervisor agree to the terms of these guidelines when beginning a temporary telecommuting arrangement.