

**Memorandum of Understanding**

California Polytechnic State University, San Luis Obispo  
Telecommuting and Remote Work Guidelines & Forms

December 7, 2021

This Agreement (“Agreement”) is entered into between the Board of Trustees of the California State University through its California Polytechnic State University, San Luis Obispo campus (“Cal Poly SLO”) and the California State University Employees Union (“CSUEU”), all of whom are designated collectively as the parties to this Agreement, regarding the Telecommuting and Remote Work Guidelines and Forms. Notice was provided to CSUEU on May 7, 2021 and the parties met and conferred on July 6, 2021, October 28, 2021, December 3, 2021, and via email.

As a result of the meeting the parties agree as follows:

1. As a result of the meet and confer, the Parties agree as follows to the following clarifications/additions to the Telecommuting and Remote Work Guidelines and Forms which were provided to CSUEU:
  - a. Cal Poly SLO agrees to follow Article 18 of the CBA for CSUEU exempt employees in the Telecommuting Program.
  - b. The Guidelines require the employee to notify their lead, if applicable in addition to their appropriate administrator in the event of a workplace injury or a technical problem.
  - c. Any equipment, furniture, utility charge or internet access not provided by the campus is the responsibility of the employee to procure/arrange and at the employee’s sole expense, unless agreed to as described below. An employee may use personal electronic devices for university business with mutual agreement. The Appropriate Administrator shall identify if additional equipment or supplies are necessary for the assignment. A participating employee who needs additional equipment or supplies to telecommute must discuss the issue with their Appropriate Administrator. If additional equipment or supplies are deemed necessary by the Appropriate Administrator, then the Appropriate Administrator may:
    1. provide the necessary equipment or supplies; or
    2. authorize the participating employee’s expenditure and subsequent reimbursement for the necessary equipment or supplies; or

3. provide an alternate work location that has the necessary supplies and equipment
  
  - d. If any telecommuting agreement is to be terminated before its expiration date, Cal Poly SLO will provide twenty-one (21) days' notice before a telecommuting agreement ends, except by mutual agreement or in case of extenuating circumstances.
  - e. Cal Poly SLO agrees employees shall normally be given 48 hours' notice before any temporary change to the telecommuting agreement, including attendance on campus, except by mutual agreement or in case of extenuating circumstances.
  - f. Employees may request to use audio-only for video conferences because of technical difficulties. (e.g., insufficient bandwidth).
  - g. Break periods are not to be used to perform work for the University and therefore, injuries that occur while on break are not likely to be covered by worker's compensation, but will be considered on an individual basis.
  - h. Pursuant to Provision 18.26 of the CBA, if an employee's request for telecommuting is denied, the Appropriate Administrator shall, at the employee's request, provide a written explanation of the reasons for the denial. CSU decisions shall not be arbitrary or capricious.
  - i. An alleged violation of this MOU may be grieved pursuant to the Article 7 Grievance Procedure of the CBA.
  - j. The parties agree that this policy does not require mandatory telecommuting for CSUEU-represented bargaining unit employees.
  - k. Should Cal Poly SLO determine it necessary to implement the situational telecommuting section of the Telecommuting and Remote Work Guidelines and the situational telecommuting exceeds or is anticipated to exceed 30 days, Cal Poly SLO will notify CSUEU, and the parties agree to meet and confer over impacts.
2. CSUEU acknowledges that the University has fully satisfied its obligation to meet and confer regarding the above referenced issue. This Agreement does not alter or abridge the rights and obligations contained in the January 31, 2018 - June 30, 2022 Collective Bargaining Agreement between the Parties.

**For CSUEU:**

**Tom Randall**

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Tom Randall  
CSUEU Chapter President

Dec 16, 2021

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Date

**Shay Blackburn**

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Shelly Blackburn  
Chapter BU 5 Rep

Dec 17, 2021

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Date

**Erin Foote**

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Erin Foote  
Chapter Org Chair

Dec 16, 2021

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Date

**David Evans**

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David Evans  
Chapter Steward

Dec 16, 2021

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Date

**Pamela Robertson**

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Pam Robertson  
BU 2 Vice Chair

Dec 16, 2021

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Date

**Don Moreno**

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Don Moreno  
BU 5 Vice Chair

Dec 16, 2021

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Date

**John Ciulik**

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John Ciulik  
BU 7 Vice Chair

Dec 16, 2021

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Date

**Andrea Skinner**

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Andrea Skinner  
BU 9 Vice Chair

Dec 16, 2021

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Date

Jessica Westbay

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Jessica Westbay  
VP for Representation

Jan 5, 2022

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Date

Marjeli Lopez

Jan 5, 2022

Marjeli Lopez  
LRR

Date

**Brenda C. Brown**

Dec 17, 2021

Brenda C Brown  
Lead LRR

Date

**For Cal Poly SLO:**

**Adrienne Ratner**

Dec 17, 2021

Adrienne Ratner  
AVP for Academic Personnel

Date

**Al Liddicoat**

Dec 16, 2021

Al Liddicoat  
VP of for University Personnel

Date

N/A

**For the California State University:**

**Guillermo Santucci**

Dec 16, 2021

Guillermo Santucci  
Manager of Systemwide Labor Relations

Date

Signature:   
Al Liddicoat (Dec 16, 2021 21:18 CST)  
Email: aliddico@calpoly.edu

Signature: *Jessica Westbay*  
Jessica Westbay (Jan 5, 2022 18:17 PST)  
Email: jw@csueu.org jwestbay@csueu.org

Signature:   
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Signature: *Don Moreno*  
Don Moreno (Dec 16, 2021 11:45 PST)  
Email: d.moreno@pacbell.net

Signature: *Andréa Skinner*  
Andréa Skinner (Dec 16, 2021 21:37 PST)  
Email: askinner@csueu.org

Signature:   
Shay Blackburn (Dec 17, 2021 09:41 PST)  
Email: sblackbu@calpoly.edu

Signature: *David A. Evans*  
David Evans (Dec 16, 2021 10:27 PST)  
Email: devans@calpoly.edu

Signature: *Adrienne Ratner*  
Adrienne Ratner (Dec 17, 2021 16:57 PST)  
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Signature: *Branda Brown*  
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Signature:   
Pamela Robertson (Dec 16, 2021 11:15 PST)  
Email: robertsonpam019@gmail.com

Signature:   
John Ciulik (Dec 16, 2021 10:13 PST)  
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Signature: *Tom Randall*  
Tom Randall (Dec 16, 2021 20:13 PST)  
Email: trandall@calpoly.edu

Signature: *Erin Foote*  
Email: erfoote@calpoly.edu

Signature:   
Guillermo Santucci (Dec 16, 2021 10:11 PST)  
Email: gsantucci@calstate.edu

# - Memorandum of Understanding - SLO Telecommuting

Interim Agreement Report









2022-01-06









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## Agreement History


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## "- Memorandum of Understanding - SLO Telecommuting" History


-  Document created by Guillermo Santucci (gsantucci@calstate.edu)  
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-  Document emailed to Al Liddicoat (aliddico@calpoly.edu) for signature  
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-  Document emailed to Adrienne Ratner (ratner@calpoly.edu) for signature  
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-  Document emailed to jw@csueu.org for signature  
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-  Document emailed to Brenda Brown (bbrown@csueu.org) for signature  
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-  Document emailed to mlopez@csueu.org for signature  
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