As part of the revised telecommuting/remote work policy implementation, appropriate administrators should review each position to determine eligibility for telecommuting and/or remote work.

One of the following categories will result from the Position Evaluation for Telework evaluation:

- **Fully Onsite**: Working at a CSUSM Worksite 100% of the schedule. May have an alternative work arrangement.
- **Part-time Telecommuting**: Working part of the work schedule from a location other than a CSUSM worksite; typically 2-4 days per week.
- **Routine Full-time Telecommuting or Remote Work**: Working from a location other than a CSUSM worksite for 100% of the schedule. May include infrequent onsite work.

Using a department roster, the Appropriate Administrator should review each position or group of positions to assess the appropriate work arrangement opportunities and complete the form:

- Notes re: Positions that determine telecommuting/remote work opportunities
  - In the comments section, clarify any specific duties/responsibilities that contribute to why the position is suitable or not suitablefor certain telecommuting/remote work arrangements. This will aid in completing the individual communication to employees and demonstrate transparency in the process. If a position is identified as onsite, please note if the position would be eligible for an alternative work schedule.
- Eligible telecommuting/remote work opportunities (Onsite, part-time telecommuting, full-time telecommuting/Remote Work)
  - Based on the position and business needs, identify what telecommuting/remote work arrangements are available.

When evaluating positions, keep in mind the following guiding principles:

- Telecommuting/remote work arrangements must be job appropriate.
- The review process must be equitable, and decisions must be made without bias or favoritism.
- Employees should be able to bring their whole self to work.
- Innovation, collaboration, and sustainability are essential to CSUSM's goals and values.
- Telecommuting/remote work arrangements are not set in stone. They can and should be changed as needed to ensure the business needs are met and the employee is supported.

Once the form is complete, please communicate the results to the employee and submit the completed form to HR.

If you need assistance with a department roster or have any questions, please contact hr@csusm.edu.