

# Berkeley SHARE

SHARE, we aim to provide a flexible environment that allows for non-standard hours or telecommuting, where appropriate, to maximize productivity. If you are included on this message, your supervisor let me know you are or may be interested in a telecommuting agreement.

If you wish to submit a telecommuting agreement or schedule that is different from the standard schedule of 9am to 5pm, the following expectations apply to both of these arrangements and will be posted on our website:

1. Telecommuting is allowable for only one day per week and must be noted on bCal.
2. Alternative work schedules need to contain the core business hours of 10am - 3pm Monday through Friday and your working hours must be clear on bCal.
3. You are expected to maintain required availability and visibility, including the use of chat, email, text, teleconferencing tools, and telephone during telecommute and/or alternative work schedule.
4. Respond to any work-related communication in a timely manner.
5. Review and approve all daily transactions.
6. Be available to come into the office for meetings, training or other activities if a business need arises. **For UC Path, telecommuting may be temporarily suspended for those who we need to be on campus assisting departments/units during go-live and stabilization.**
7. If your telecommuting day falls on a holiday, you will not be able to switch your telecommuting day for that week.
8. If there is a frequency/pattern with being out sick before or after your telecommuting day, telecommuting agreement may be revoked.
9. If you are ill, please take a sick day; ad hoc telecommuting will not be granted.

In limited extenuating circumstances, your supervisor may consider “Emergency Telecommuting” (telecommuting not approved in agreement).

- Emergency telecommuting may not be granted in addition to your regular telecommuting day.
- Emergency telecommuting is not approved until you receive approval via e-mail.
- If Emergency Telecommuting is not approved, you will need to take a sick/vacation day, as appropriate.

We will continue to evaluate approved telecommuting arrangements on an ongoing basis to ensure that work quality, efficiency, and productivity are not compromised by the telecommuting arrangements.