Dear Academic Affairs,

I hope your Fall 2021 semester is progressing smoothly. As we cross the middle of October, Spring 2022 feels just around the corner. In my last message to Academic Affairs, I addressed a set of guidelines to academic programs and signaled that staff and administrators should expect guidelines as well in the coming weeks. The following updates are significant to faculty, employees and managers as we plan for Spring 2022.

- Telework Policy
  - Human Resources is scheduled to meet and confer with unions over the University’s proposed Telework Policy at the end of October 2021. Once this process is complete, the university will share updated information. While we anticipate that Spring 2022 will continue to be transitional, colleges and units should plan to scale up in-person work to meet the needs of increased numbers of students, faculty, and support services on campus. As departments and units prepare for the spring, they should carefully assess the successes and challenges they have experienced in this fall’s hybrid model: what has worked well? Are there areas where services were adversely affected by hybrid work? Could schedules be managed more effectively to anticipate and meet special areas of need (for example, busier times in the semester may require employees to be on-site four to five days a week, with telecommuting agreements in place)? How will in-person work needs shift as more students, faculty and staff return to campus?
  - Colleges and units should continue to follow these guidelines for telework:
    - Where employees continue to work in a hybrid model, Human Resources recommends that administrators and staff communicate daily and discuss their work plans as often as necessary. Consistency is important.
    - Employees are expected to work at full capacity of their job descriptions when working in a hybrid model. Administrators must continue to review staff performance while teleworking. When an employee has significant performance issues, teleworking may need to be reconsidered.

- Out-of-State Employment Policy for CSU Employees
  - The Chancellor’s Office has noticed the labor unions and is in the meet and confer process over a proposed out-of-state employment policy. This policy will prohibit CSU campuses from hiring employees who reside outside of California to perform CSU-related work; the approved policy will apply to all current and newly hired employees. Any exceptions must be approved by the President and Chancellor’s Office. The intended effective date is January 1, 2022, pending completion of the meet and confer process.

- Reminders
  - Employee Accommodations
    - Employees requesting medical accommodations must contact DPRC to discuss reasonable accommodations. Employees requesting family care accommodations must contact the AVP of Human Resources.
  - Leave Programs
    - Employees are encouraged to use sick leave or other available leave options when needed to take care of themselves or family members.

As always --and in whatever modality-- employees should work closely with their appropriate administrator to plan their work around the unit’s operational needs.
I’m profoundly grateful for all that you do to maintain your professional high standards despite the challenges of the moment. Our students come to San Francisco State in search of a transformative education--and, thanks to you, we continue to support them in fulfilling their dreams.

I look forward to building a successful Spring 2022 together.

Best wishes,

Jennifer Summit
Provost and Vice President for Academic Affairs
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