



## INSTRUCTIONS FOR COMPLETING THE TELECOMMUTING AGREEMENT

**EFFECTIVE SEPTEMBER 25, 2023**

### STEPS FOR EMPLOYEE REQUESTING TO TELECOMMUTE – PART ONE:

1. Download the AA Telecommute Template. Application should indicate in the top right corner that it was revised August 22, 2022, in the top right corner of the application.
2. Complete the Telecommuter Information section (page 1) electronically.

CALIFORNIA STATE UNIVERSITY

Telecommuting Agreement

**Telecommuter Information**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_

Telecommuting Site address: \_\_\_\_\_

Work Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Telecommuting Start date: \_\_\_\_\_ End date (if applicable): \_\_\_\_\_

*Do not complete the Telecommuter Work Schedule since your Dean/Designee is responsible for completing this after consulting with your supervisor.*

3. For Telecommuting Start date, please enter start date one full week from the time of submission. **For example, you submit on September 25, 2023, but your start date should be October 2, 2023.** For the End date, please indicate the last day of the Spring semester term (May 25, 2024).
4. Review your telecommuting workspace for all items in the Telecommuter’s Home Safety Checklist section (page 2). Check off items on the checklist to indicate your agreement that your telecommuting workspace meets **each** expectation.

#### TELECOMMUTER’S HOME SAFETY CHECKLIST

The Telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/off-site office as a condition for telecommuting. An initial on-site workplace hazards assessment of the home/off-site office may be deemed necessary. All the conditions below should be met and checked off and are the sole responsibility of the Telecommuter. The Telecommuter should review this checklist with their Appropriate Administrator, and must sign it prior to the start of telecommuting.

##### Alternate Work Location Physical and Ergonomic Conditions

- The Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition arranged to work most efficiently and safely.
- The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it.
- Supplies and equipment (both University and employee-owned) are in good condition.
- The area is well ventilated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors and do not connect to another extension cord.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates.
- Surge protectors are used for computer equipment.
- Desk, chair, computer and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
- Heavy items are securely placed on sturdy stands close to walls.

##### Emergency Preparedness

- Emergency phone numbers (911, fire, police) are posted near the workstation.
- A first aid kit is easily accessible and replenished as needed.
- There is a working smoke detector in the workspace area.
- Portable fire extinguishers are easily accessible and serviced as required by law.
- An earthquake preparedness kit is easily accessible and maintained in readiness.



5. Send the Telecommuting Agreement via email to the Dean/designee for review. **NOTE:** If you are **RENEWING YOUR TELECOMMUTING AGREEMENT**, you will also need to send the previously approved position description. Please **do not sign** the telecommuting application; you be prompted to sign via Adobe Sign after it has gone through all levels of review.
  - To locate it, please follow the instructions on how to download this file using [DocuSign Retrieve](#). If your position description also contains an organization chart and the working conditions demand form, please also download those files as well.