

TELECOMMUTING CHECKLIST FOR EMPLOYEES

Sacramento State is committed to continued flexibility for our employees by participating in the CSU Telecommuting Program. In order for a telecommuting agreement to be implemented, it is imperative the appropriate administrator/supervisor, and employee have a clear pathway to success. Please use this checklist as a guide in your planning and continuation of a telecommuting agreement.

Employee Name:	
EXPLORING THE TELECOMMUTING AGREEMENT BENEFIT	
	With appropriate administrator, determine if type of work, service levels, work habits, and performance is conducive to a telecommuting agreement.
	Review the program requirements and resources available on the CSU Telecommuting Program - Sac State Campus webpage
	Visit the CSU Telecommuting Program and the Telecommuting FAQs webpages
	Once approval granted, complete the Telecommuting Agreement Form via Adobe Sign and route for signatures (PD must be attached).
AGREEMENT APPROVED – BEFORE TELECOMMUTE AGREEMENT IS IMPLEMENTED	
	Ensure your personal and emergency contact information is updated via CMS
	Identify equipment needs
	Procure or check-out appropriate equipment, as applicable
	Complete all University Property forms
	Ensure installation of department’s preferred remote communication tools (Teams, OneDrive, etc.)
	Test all technology tools (Camera, headset, computer)
	Review and agree to performance expectations
	Review and agree to behavioral expectations
	Review and agree to job responsibilities, daily needs and productivity
	Conversation with manager/supervisor regarding this checklist
	Comments:
AGREEMENT APPROVED – TELECOMMUTING AGREEMENT IN PROGRESS	
	Regular check-ins with appropriate administrator
	Update appropriate administrator on progress
	Continue participation in meetings, even if telecommuting (i.e. team, 1:1, client, student, project, committee)
HEALTH AND SAFETY	
	Request remote ergonomics evaluation , as needed
	Review Employee Assistance Program benefits available to employees, as needed