

# Roles & Responsibilities

AT SACRAMENTO STATE

## EMPLOYEE

Discuss request/interest in program with Appropriate Admin/MPP

Discuss operational feasibility, Sac State interest in request

Obtain copy of current PD, duty-by-duty review; be familiar with position requirements, policy and procedures

Are self-motivated, responsible, well-organized, self-disciplined, dependable, a great communicator

Agree to promptly notify Appropriate Admin/MPP when unable to perform work assignments due to equipment failure/unforeseen circumstances

Flexible to be re-assigned to campus work with little notice

## APPROPRIATE ADMINISTRATOR/MPP

**BEFORE OFFERING TELECOMMUTING:**

Review nature of job duties and determine if they can be performed outside of traditional office setting

Review whether request to telecommute aligns with department/ college operational feasibility alignment

Formulate objectives, expectations, and procedures for evaluating work productivity during telecommuting

Discuss with departmental/ college/divisional leadership to ensure consistency, equity, inclusion and avoid disparate treatment

Receive support and approval from leadership (VP/Dean)

Discuss above with employee; approve employee to submit form, if appropriate

## HUMAN RESOURCES/ELR

Approved and completed forms are routed to Employee & Labor Relations, who will review the request, considering:

- Is form complete?
- Is end date no later than one (1) year from requested start date?
- Does Employee have personnel/ performance management concerns?

**If denied:** ELR will contact Appropriate Admin/MPP

**If approved:** Employee & Appropriate Admin/MPP will be informed via OnBase process (email); form is placed in employee personnel file

**NOTE: Telecommuting is not in effect until ELR issues their approval**