

TELECOMMUTING AGREEMENT

Part I

Remember: these forms were negotiated at the system-wide level, so we cannot change them.

Telecommuter Information

Employee Name: Adeel Farooqi Employee ID: 314159265
 Classification: ASC II Department: HR/ELR
 Telecommuting Site address: home: 2302 Work Dr., Sac, CA 95816
 Work Email: afarooqi@csus.edu Phone #: 916.222.4444
 Telecommuting Start date: 3/24/2022 End date (if applicable): 12/31/2022

Employees can request to telecommute through May 2023, but it can always end earlier. In this example, the employee and Appropriate Admin/MPP have set the end date to the end of 2022. That works!

Telecommuter Work Schedule

Mark the days that you are scheduled to work at the Telecommuting Site (TS) and the days you are scheduled to work on campus (OC). If your telecommuting work hours are different from your normal work hours, list them below. Work hours will be in accordance with Collective Bargaining provision(s).

Special Note for SUMMER HOURS: No need to have multiple forms just to account for Summer Hours - if you are working these altered hours, then just note it in PART II of this form [next page]

Weekly Work Schedule Hours and Location

TS/OC works in this section, but so does typing out: On-site/Off-site, ALT, etc.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location		on-site	on-site	off-site	off-site	on-site	
Start		8am	8am	8am	8am	8am	
End		5pm	5pm	5pm	5pm	5pm	

By signing this Agreement, the employee acknowledges that they have received, read, and understood the Sacramento State Telecommuting Policy. Furthermore, the employee agrees to abide by the Telecommuting Policy and this agreement.

Adeel Farooqi 3/10/2022 Chela Cholula 03/14/2022
 Employee Signature Date Appropriate Administrator Date
 Approved _____ Denied _____

 Human Resources Date



A copy of the employee's position description must be attached to this agreement.

cc: Personnel File

Remember: we cannot change the form, so only the Appropriate Administrator can sign off. That means that when HR/ELR reviews the request (only after it's signed by the Appropriate Administrator), HR/ELR expects that the VP/Dean of that area is aware of the request and supports/endorse the request. Another reason it is critical for Appropriate Administrators to discuss their operational plan with their leadership before an employee submits anything!

Limitations of PDFs: the text boxes don't expand! Since employees will be attaching their PDs to the form, they can reference the percentage and title of the specific Essential Functions [taken from Section 8 of the PDs]; for specific duties and/or projects that employees want to highlight, those should be typed into these sections – but make sure the text does not exceed the character limit of the text box. If employees need more room, please use the next section.

TELECOMMUTING WORK PERFORMANCE EXPECTATIONS

Part II Here is where you can note:
- that you will be working Summer Hours [include the dates and the starting and ending times]
- if you are working alternate days on/off site [include as much detail as possible]

The following is a list of the employee's work duties under this Telecommuting Agreement with a notation of whether the duties will be performed on campus, at the Telecommuting Site, or both:

1. BOTH ON & OFF SITE: 10% COMMUNICATIONS
Summary: develops and updates flyers, brochures, presentations, SOPs, policies, etc; updates website; conducts training

2. ON SITE/ON CAMPUS: 10% BUDGET/FISCAL OPERATIONS
Summary: the expectation is that these duties be performed on campus as we have more support from the larger ABA budget team - requires more collaboration

3. ON SITE/ON CAMPUS: 15% DATA COLLECTION, ANALYSIS & PREPARATION OF REPORTS
Summary: most of the data and databases the employee works with should only be accessed on campus and require collaboration within the department and division, so duties within this area will be limited to on-site/on campus

4. BOTH ON & OFF SITE: 30% ADMINISTRATIVE/OFFICE/PROGRAM SUPPORT
Summary: general administrative support - can be performed either on or off-site

5. ON SITE/ON CAMPUS: 10% MEETING & EVENTS PLANNING
Summary: since this is heavy on the collaboration, and requires a good amount of in-person staffing and touring of venues, duties in this section will be limited to campus

6. BOTH ON & OFF SITE: 20% HUMAN RESOURCES
Summary: coordinates, reviews, submits and tracks HR-related actions for the department (recs, timesheets, probationary periods, applicant tracking, etc.); acts as departmental HR liaison - works with Central HR to ensure compliance; lead work direction to student employees; orientations should be performed on-site - exceptions to go through MPP

7. BOTH ON & OFF SITE: 5% ACADEMIC SUPPORT
Summary: drafts class schedules; oversees processing of student evaluations; coordinates student admission process; monitors student enrollment and updates as necessary

8. Examples requiring employee to work on-site: On-site trainings; All-HR Staff meetings; Accessing confidential information and/or information in hard-copy form. Communication Expectations: Check vm messages daily & link to email; Use Teams regularly; respond as soon as reasonably possible – at least within the same business day; Virtual Meetings default to using video feature unless agreed to on an ad hoc basis [or for connectivity issues]

Recommendation: Employees are encouraged to include any additional expectations that they discussed with their Appropriate Administrator in this section - here it is in #8. This helps keep everyone informed and ensures everyone is on the same page with the agreement.

Adeel Farsogi

Employee Signature

3/10/2022

Date

Chela Cholula

Appropriate Administrator Signature

3/14/2022

Date

TELECOMMUTER'S HOME SAFETY CHECKLIST

The employee should review the form with their Appropriate Administrator, but the responsibility falls to the requesting employee to ensure the off-site environment is sufficient to perform the outlined functions. If they cannot check each box, then the request should be denied by the Appropriate Admin, and will certainly be denied by HR/ELR.

Part III

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.

By checking each box above and signing below, I certify that all safety conditions are met:

Adeel Farooqi

Employee Signature

3/10/2022

Date

~~SAMPLE~~



SACRAMENTO STATE

University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

MUST BE COMPLETED

FOR HUMAN RESOURCES USE ONLY:							PA
APPROVED CLASSIFICATION	CLASS CODE	APP. BY AA	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE	THIS COPY TO
ASC II					OF COURSE!		<input type="checkbox"/> HR <input type="checkbox"/> SUP <input checked="" type="checkbox"/> EMP <input type="checkbox"/> C&C

1. POSITION INFORMATION

Employee: Adeel Farooqi Department: HR/Employee & Labor Relations

Current Classification: ASC II Working Title: ELR Coordinator

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: Chela Cholula, Director of ELR

Name & Title of Dean/Manager (MPP): Machelle Martin, Senior Associate Vice President for Human Resources

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: _____

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be signed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

NEED ALL SIGNATURES

Employee: Adeel Farooqi Date: 3/10/2022

Appropriate Administrator: Chela Cholula Date: 3/14/2022

Dean/Manager (MPP): MACHELLE MARTIN Date: 3/14/2022

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC II	ELR Coordinator

4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. Classification standards can be found at <http://www.calstate.edu/HRAAdm/Classification/index.shtml>.)

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

These entry qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

General Knowledge/Skills/Abilities:

1. Thorough mastery of English grammar, punctuation and spelling.
2. Expertise in using office software packages, technology and systems.
3. Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
4. Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
5. Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
6. Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
7. Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference.
8. Ability to effectively write and present own reports.
9. Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
10. Ability to use negotiation and persuasion skills to achieve results and expedite projects.

Conditions of Employment:

- Ability to successfully pass a background check.

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ASC II	ELR Coordinator

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

11. Experience working in an institution of higher education.

6. CHANGE IN DUTIES (Do not complete this section if you are requesting a job posting for a NEW position.)

If duties have been added since the last time this position was reviewed by Human Resources, please list them below including time percentages for each function/duty (as a % of total time spent performing all duties) and when the duties were added. If duties have been removed, please list those as well.

Change in Duties	Time %	Date Changed

6a. Who previously performed the added duties?

6b. If the added duties replace other assignments, what will happen to the duties that were removed? (List other positions affected and summarize impact, if possible.)

7. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

8. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
		<p>Communications</p> <ul style="list-style-type: none"> • Develops and updates materials such as flyers, brochures, training materials, how-to manuals, event programs, agendas, presentations and other documents. • Provides updates to assigned websites, ensuring information is up to date, links are active and are information complies with University standards. • Creates and updates department presentations. • Provides presentations at events on and off campus.

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ASC II	ELR Coordinator

		<ul style="list-style-type: none"> • Conducts training to educate staff, faculty and student assistants regarding department/program/University changes. • Reviews, evaluates and recommends business operating procedures to reflect changes resulting from legislation, University/department policies and/or other factors. • Interact with a variety of campus and/or community constituents including working with students, faculty and staff.
		<p>Budget/Fiscal Operations</p> <ul style="list-style-type: none"> • Maintains expense database to ensure programs/projects are meeting budgetary goals. • Processes, monitors and tracks budgeted expenditures for departments and/or programs, including payroll, reviewing bills, fee deposits, invoices and purchase orders to ensure accurate information for payments, refund, and identifying appropriate accounting budget line, etc. • Processes expense reimbursements, petty cash, requests, direct payment requests, invoices, refunds, purchase orders and work orders. • Coordinates and tracks budgets for a variety of grant and/or scholarship programs. Assures grant and scholarship expenditures meet guidelines of Federal and State governments and other funding agencies. • Responsibilities for department accounting functions which includes: development of budget spreadsheets, resolving inaccuracies, providing budget history and projections, and making recommendations relating to all facets of budget allocation. • Processes payroll for department, including reviewing timesheets, updating appropriate databases and issuance of monthly payroll to all Staff, Faculty, Student Assistants and Work Study Students.
		<p>Data Collection, Analysis and Preparation of Reports</p> <ul style="list-style-type: none"> • Maintains and updates department database(s) and spreadsheets to ensure program/department needs are met; including providing reports on effectiveness of programs/projects. • Researches and interprets a variety of administrative policies and procedures. • Responsibilities include preparing a variety of reports such as workload reports, class enrollment reports, summary reports on effectiveness of funded programs/projects, and grade distribution reports, etc.
		<p>Administrative/Office/Program Support</p> <ul style="list-style-type: none"> • Perform a variety of administrative duties in support of work unit operations. • Provides administrative support within department including but not limited to preparing correspondence, emails, transcription of meeting notes, managing calendars, maintaining all confidential personnel files, scheduling and setting up meetings and answering calls. • Provide administrative support to staff, such as assisting in program development and planning; responding to and/or directing student inquiries related to academic requirements; researching, troubleshooting, and resolving related problems. • Responsibilities include ensuring all department/program facilities, furniture, equipment and supplies inventories are kept up to date and within budgetary requirements. • Responsibilities include maintaining and organizing documents for various projects, including, for example, audits, financial records, grant proposals, reports and correspondence to funding agencies.

FOR HUMAN RESOURCES USE ONLY:

APPROVED CLASSIFICATION

WORKING TITLE

ASC II

ELR Coordinator

		<ul style="list-style-type: none"> • Acts as a resource person for faculty, staff and students (current and future) regarding such matters as policies and procedures, class scheduling, use of facilities, etc. • Troubleshoot office technology problems and systems. • Coordinates day to day operations of department/program office, including providing back-up support of office staff.
		<p>Meeting and Events Planning</p> <ul style="list-style-type: none"> • Responsibilities include arranging and organizing meetings and special events, managing logistics for every component of meeting/event, including travel to off-site locations, securing contracts for meeting/event, catering, preparing supporting materials, being on-site logistical support during meeting/event, etc. • Provides staffing at various University events. • Responsibilities include overseeing travel arrangements for speakers, vendors, staff, students, faculty for meetings and events.
		<p>Human Resources</p> <ul style="list-style-type: none"> • Coordinates the hiring, placement and termination activities for faculty, staff, student assistants, work study students, etc., including preparing requisition requests, advertisements, updating applicant tracking, communications, processing appropriate paperwork and enabling/disabling appropriate system access, etc. • Maintains database/spreadsheet of short-term/temporary employees; monitor database to ensure timely processing of separated employees and/or request extension of assignment. • Monitors the receipt of contracts, activity proposals and personnel papers to ensure University policies and procedures are being followed. • Reviews and processes timesheets/attendance sheets to ensure within payroll requirements; coordinate resolution of errors/issues with affected individual; ensure payroll is meeting budgetary constraints; distributes payroll/warrants; prepares employee leave balance reports and distributes to appropriate supervisors. • Provides orientations to new staff and student assistants; ensuring assigned work areas are prepared and stocked in advance. • Provides lead work direction and schedules staff including support staff, student assistants and work study students.
		<p>Academic Support</p> <ul style="list-style-type: none"> • In partnership with department leadership, works to develop class schedules, including adding/dropping classes, schedule changes, preparing course change proposals, room assignments, obtaining course credit approvals, editing and updating catalog, processing class registrations, managing wait lists for classes and ordering course materials. • Oversees the processing of student evaluations of faculty, student complaints and requests for meetings with faculty. • Responsibilities include managing the student admission process including application processing, analyzing student applications and records, compile student data and denials of unqualified applicants. • Monitors student enrollment in programs, classes and testing, including pulling reports and providing analysis, as well as updating and adjusting enrollments as necessary.

Employee Initials: **Af**

Date: **3/16/22**

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC II	ELR Coordinator

		<ul style="list-style-type: none"> Oversees scholarship and donor activities, including acceptance of gifts, preparation of communication and thank you gifts/notifications to donors, reviewing and/or processing scholarship applications, and monitoring scholarship accounts. Responsibilities include managing the full life cycle and logistics of department's course credit submission and approvals process. This may include assembling and submitting course proposals, approval of course contents, and ensuring courses and faculty are approved prior to start date of course. Coordinates annual Retention, Tenure and Promotion process including workshops, training materials, and evaluations for tenured track and part-time faculty.
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9. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)

10. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

10a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

10b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

10c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

11. ADA REQUIREMENTS – MUST BE COMPLETED

Employee Initials: *Af*

Date: *3/10/22*
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FOR HUMAN RESOURCES USE ONLY:	
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ASC II	ELR Coordinator

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

PHYSICAL		MENTAL		ENVIRONMENTAL	
Sit		Direct others		Is exposed to excessive noise	
Stand		Concentrate		Is around moving machinery	
Walk		Analyze		Is exposed to marked changes in temperature and/or humidity	
Have mobility		Use reason/logic			
Bend		Demonstrate recall		Is exposed to dust, fumes, gases, radiation, microwave (circle)	
Climb		Make decisions			
Reach		Works rapidly		Drives motorized equipment	
Kneel		Handle multiple tasks/priorities		Works in confined quarters	
Push/Pull		Tolerate variety		Works in high places	
Have gross hand coordination		Work with others		Other:	
Have fine hand coordination		Other:			
Hear with background noise					
Hear the spoken word					
Hear over a phone/other device					
See to read fine print					
See to read bold print					
See to accomplish a task					
Talk					
Communicate					
Lift: ___ lbs. max					
Carry: ___ lbs. max					
Operate equipment					
Perform keyboard entry					
Other:					

12. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used