Telecommuting Request Form (TRF)

Part A – Telecommuting Agreement

Name:	

Department:		Telecommuting Location/Address:	

Direct Supervisor:		Effective Date:	

Telecommuting Day(s):							Day(s) in Office:						
Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.

Scheduled Meal Break Time:

Telecommuting Schedule:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End

Equipment:
Supervisors please complete a CSE - Deploy/Transfer Computer TDx ticket and CSE-IT will manage the Off-Campus Use of Property process, including obtaining signatures via the ticket.

Eligibility
Eligibility for telecommuting is not guaranteed for all employees and is not feasible for most positions and individuals. Any CSE employee may request consideration to participate in the Telecommuting Program if they meet the following requirements. A telecommuter must:

- Be self-motivated and results driven requiring minimal face-to-face daily supervision.
- Complete the full breadth and depth of their job responsibilities in a timely fashion.
- Demonstrate conscientious observance of scheduled work hours including consistent availability, regular attendance, punctuality, and productivity.
- Demonstrate effective use or remote technology.
- Actively seek to aid co-workers and undertake actions designed to enhance company performance and contribute to forwarding the mission.
- Be in good standing, with no prior corrective or disciplinary action in the last 24 months.
- Complete and attach a Telecommuting Safety Checklist.

Expectations & Requirements While Telecommuting:

- Maintain consistent access to necessary resources, programs, software, and technology to complete all job duties.
- Remain readily available during working hours via phone, email, or video conference.
- Adhere to all applicable laws and CSE policies including, but not limited to, taking all appropriate rest and meal breaks.
- Only record time (clock in for non-exempt employees) during work and standard rest periods.
- Ensure personal activities and lunch periods are take while not on duty (clocked out for non-exempt employees).
- Represent CSE with appropriate professionalism when interacting, via any means, with colleagues, vendors, university partners, and members of the CSU, Chico and CSE communities.

Employee - Signature Date   **Supervisor - Signature date**

I certify that I have read and understand the information provided on Chico State Enterprises Telecommuting Policy.

Part B – Safety Checklist

The telecommuter is responsible for ensuring a clean, safe, and ergonomically sound workspace as a condition for remote work.The telecommuter shall review this checklist prior to the start of remote work and any time conditions of the workspace change.

#	General	Yes	No
1	Workspace accommodates all workstation, equipment, and related material? (attach photo)		
2	Remote worker has a clearly defined workspace that is kept clean and orderly?		
3	Floors are clear and free from (slips, trips, fall) hazards?		
4	Wires and electrical cords are secured under a desk or along wall to prevent tripping hazards?		
5	Wires and electrical cords are away from heat sources?		
6	Cabinets, shelves, and furniture greater than five feet high secured to prevent toppling?		
7	File drawers are not top-heavy and do not open into walkways?		
8	Temperature and ventilation are adequate?		
9	All stairs that may be used in the course of work with four or more steps are equipped with handrails?		
10	Carpets are well secured to the floor and free of frayed or worn seams?		
#	**Fire Safety**	**Yes**	**No**
11	There is a working smoke detector covering the designated workspace that is checked regularly?		
12	A home multi-use fire extinguisher, which you know how to use, is readily available?		
13	Walkway aisles, doorways, and exits are free of obstructions?		
14	Workspace is kept free of trash, clutter, combustible and flammable liquids are minimized?		
15	All radiators and portable heaters are located away from flammable items?		
16	You have an evacuation plan, so you know what to do in the event of a fire or other emergency?		
#	**Electrical Safety**	**Yes**	**No**
17	Sufficient electrical outlets are accessible?		
18	Computer equipment is connected to a surge protector?		
19	Electrical system is adequate for office equipment?		
20	All electrical plugs, cords, outlets, and panels are in good condition?		
21	No exposed or damaged wiring?		
22	Equipment is placed close to electrical outlets to minimize trip hazards?		
23	Extension cords and power strips are not daisy chained and no permanent extension cord is in use?		
24	Equipment is turned off when not in use?		
#	**Computer Workstation**	**Yes**	**No**
25	Desk, chair, computer, and other equipment are in good working order, are of appropriate design, and arearranged to eliminate strain on all parts of the body.		
26	If utilizing a laptop, separate monitor(s) and keyboard/mouse are in place to ensure the screens are at eyelevel?		
27	The area is adequately illuminated with lighting directed toward the side or behind the line of vision, not infront or above it to reduce glare or impacted vision?		
28	Micro stretch breaks will be taken, and posture will be continually self-monitored throughout the day?		
29	20-20-20 Rule will be followed to reduce eye strain? (Every 20 minutes, look 20 feet away, for 20 seconds)		
30	Telecommuter understands that you may request an ergonomic evaluation by contacting CSE HumanResources should they desire an evaluation of their desk or require additional assistance?		

Employee Name:

Employee Signature: **Date:**