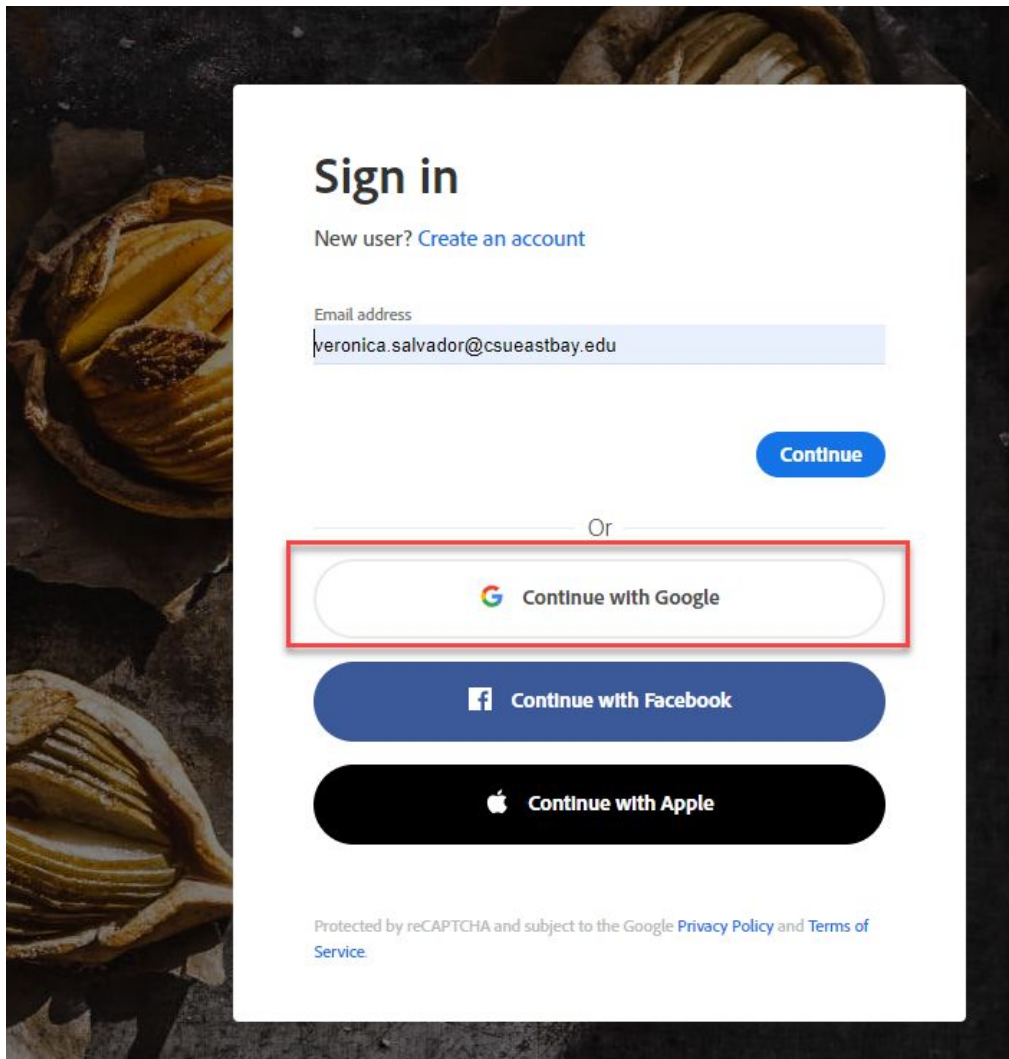
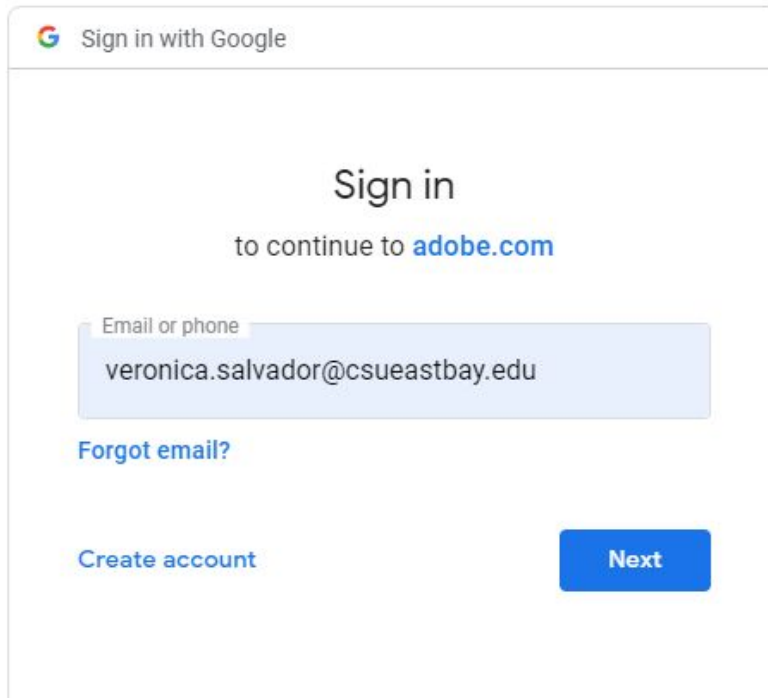


# Adobe Sign Workflow - Temporary Telecommuting Agreement

1. Login to Adobe Sign: <https://sign.csueastbay.edu>. Continue with Google.



2. Enter your university email address.



Sign in with Google

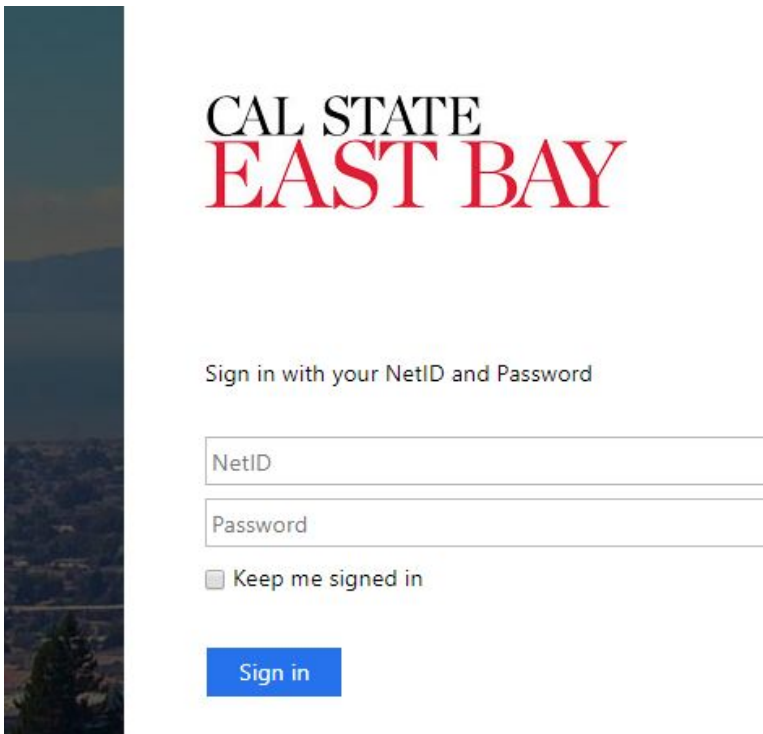
Sign in  
to continue to [adobe.com](https://adobe.com)

Email or phone  
veronica.salvador@csueastbay.edu

[Forgot email?](#)

[Create account](#) [Next](#)

3. Authenticate with your NetID and password.



CAL STATE  
EAST BAY

Sign in with your NetID and Password

NetID

Password

Keep me signed in

[Sign in](#)

4. Go to the [Use a Workflow](#) section and scroll down to access the agreement labeled “Temporary Telecommuting Agreement - COVID-19”. Then, click [Start](#).



Home Send Manage Reports Account

Hello, Veronica What would you like to do?

Get a Signature

[Get a Document Signed](#)  
Get a signature in seconds

Send from Library

Select a document

**Use a Workflow**

Select a workflow

Use a Workflow

Select a workflow

(PREPARER)

FS - Travel Authorization Form (SELF)

HR - Catastrophic Leave Donation Form

HR - Catastrophic Leave Enrollment Form

RM - Alcohol Approval Request

**Temporary Telecommuting Agreement - COVID-19**

UPD - CSU Staff Police Report Request

Sign anything you've been sent

5. Routing the form: *(Either Managers or Employees can initiate)*
  - a. In the Employee field, enter the email address of the employee who will telecommute.
  - b. In the Manager field, enter the email address of the employee's manager who will approve.
  - c. In the Document Name field, enter the employee's Last Name and First Name.
  - d. Click **"Send"**. The form will route to the Employee to COMPLETE the document.

## Temporary Telecommuting Agreement - COVID-19

How this workflow works?

This Temporary Telecommuting Agreement (Agreement) should be used in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing.

### Recipients

Employee \*

 Myself  Email 

MPP Manager \*

 Enter recipient email  Email 

Human Resources \*

 andre.johnson@csueastbay.edu  Email 

CC | [Hide](#)

Cc

Enter CC's emails

Document Name \*

Temporary Telecommuting Agreement - COVID-19 - LAST NAME, FIRST NAME 

### Options

Set Reminder

Message \*

For approval and signature.

Files

Document \*  Temporary Telecommuting Agreement - COVID-19



Send

6. The Employee must complete the following, in agreement with their manager:
  - a. Enter employee's full name (two fields)
  - b. Enter the days of the week that the employee is expected to work
  - c. Enter the frequency (days, week)
  - d. Enter the effective date (two fields)
  - e. Enter the employee's city and state where they will be telecommuting from
  - f. Will the employee be working with Level 1 data? See CSU Level 1 data examples
  - g. Sign the form and enter the employee's job title
  - h. Submit. The form will automatically be sent to the employee's manager as specified in step 5.
  - i. After manager approval, the form will automatically route to HR.

#### Temporary Telecommuting Agreement

Given the evolving nature of the COVID-19 virus, CSUEB encourages practical social distancing as recommended by the California Department of Public Health. As such, departments should consider ways of implementing social distancing as a method to minimize the spread of the COVID-19 virus. One such option for social distancing is Telecommuting on a temporary basis where management has determined that such temporary Telecommuting is appropriate and viable in light of (among other things) an employee's job duties.

This Temporary Telecommuting Agreement (Agreement) should be used in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing. In addition, if an employee already has an existing telecommuting agreement in place, the terms of this Temporary Telecommuting Agreement shall control for such time as this Agreement remains in force due to the COVID-19 outbreak, as this Agreement is intended to provide the flexibility needed to adjust to changing circumstances as a result of the COVID-19 outbreak.

This Agreement is between CSUEB and Veronica Salvador ("you"), and must be signed and approved by your manager and the AVP of HR at CSUEB. When management determines to end your temporary Telecommuting arrangement as described in this Agreement, and if you had a Telecommuting Agreement in place immediately prior to this Agreement, you should discuss with management whether any further telecommuting is appropriate. The determination of whether any further telecommuting is appropriate shall be made solely by management at that time.

CSUEB and Veronica Salvador ("you") agree that you will temporarily telecommute in accordance with the following schedule, subject to any qualifications or restrictions that may be communicated to you by management now and/or during the pendency of this temporary arrangement: you will temporarily telecommute on the following days: \*                      with the following frequency (such as days, week.) \*                      beginning on \*                     .

You understand that this agreement grants you limited, short-term permission to telecommute in a

Start

UNDERSTOOD AND AGREED:

  
Veronica Salvador (Mar 16, 2020) Mar 16, 2020  
Employee Signature Date  
Veronica Salvador \*Enter your job title  
Print Name/Title

[Click to Sign](#)

7. All parties in the agreement will receive a final, signed copy once it is approved.