

TELECOMMUTING POLICY FOR CSCU MANAGEMENT AND CONFIDENTIAL PROFESSIONAL EMPLOYEES

Policy & Purpose

This policy describes and establishes guidelines for telecommuting arrangements for non-represented Management and Confidential (M/C) employees of the Connecticut State Colleges and Universities (CSCU) in accordance with relevant state statute(s) and in keeping with CSCU practices. This policy is designed to maintain employee efficiency and productivity.

Telecommuting as defined by this policy is the voluntary and approved, flexible work arrangement in which some or all the employee's work is performed away from their official work site at an alternate work site such as the employee's home or satellite location for all or a portion of the workweek.

Telecommuting is not an employee benefit, nor intended to be available to all employees. Not all job roles or department functions are suitable for telecommuting. The remote work policy does not apply to temporary or occasional work arrangements such as dependent care, recovery from an illness, caring for an ill family member, or other circumstances where an employee is assigned to work at home. Telecommuting should not be used as a substitute for normal absences from work.

Management/Confidential employees approved for telecommuting will continue to work from their approved alternate work site during periods of inclement weather which may impact normal operations at their official work site.

Approval for participation in the telecommuting program is at the discretion of the employee's supervisor, and the next level of management when appropriate. Approval of a telecommuting assignment may be granted only when it is determined to follow the guidelines developed under this policy. Any assignment shall be on a temporary basis only and may be terminated as required by agency operating needs.

Generally, work suitable for telecommuting will have defined tasks with clearly measurable results, tasks requiring concentration when the employee works independently and minimal requirements for frequent access to hard copy files or special equipment.

Telecommuting may also be suitable for those occasions when employees must attend off-site CSCU meetings or events during portions of the day that make travel to their normal duty station impractical during the balance of the workday.

Employees best suited for telecommuting are self-motivated, self-disciplined, have a proven ability to perform, and a desire to make telecommuting work.

In order to participate, an employee's regular duties must be such that they can be accomplished via telecommuting. Employees whose regular duties necessitate their presence at their official work site may not telecommute.

The guidelines for participation, eligibility criteria, application process, and the termination clause are included in the Telecommuting Procedures and may be subject to change when it is determined to be in the best interest of CSCU and will contribute to enhanced work efficiency and employee productivity.

Scope

This policy applies to full-time non-represented M/C Management/Confidential employees at the CSCU constituent units who have been performing their current job duties for at least one year.

References:

- CT Department of Administrative Services Interim Telework Guidelines

- Charter Oak State College Telecommuting Policy
- CSCU Electronic Communication Policy
- CSCU Acceptable Use Policy
- CSCU Information Security Policy

Definitions

Official Work Site – The employee’s CSCU-provided on-campus or office workstation. This is the employee’s usual and customary work address.

Alternate Work Site – A specific location away from the CSCU-provided official work site where the employee is authorized to work. This location must meet all criteria outlined in the Telecommuting Procedures and be approved in advance by the telecommuter’s immediate supervisor, and next level of management when appropriate. Any changes in the location of the Alternate Work Site must be approved in advance.

Telecommuting Application – An application form, furnished by management, and completed by the employee requesting to become an approved telecommuter. Each approved application shall be effective for a specified period, not to exceed beyond the effective dates of this program.

Scheduled Telecommuting Arrangement – Agreed-upon and approved regular telework schedule for up to 3 days per week in accordance with Management/Confidential Professional Employees Telecommuting Procedures.

Intermittent Telecommuting Arrangement - Agreed-upon and approved sporadic telework schedule based on unique or short-term work requirements that are not conducive for a regular longer term telecommuting schedule.