



Connecticut State
Colleges & Universities

**TELECOMMUTING APPLICATION
FOR
CONGRESS OF CONNECTICUT COMMUNITY COLLEGES, AFT AND
AFSCME**

Name: _____

Current Official Work Location: _____

Job Title: _____

Supervisor: _____

Division Head/Vice President or President/CEO: _____

1) I am seeking the following telecommuting arrangement (check one):

Scheduled (An employee has regular agreed-upon days to work from a remote location for part of the work week.)

Intermittent (An employee who may intermittently work from a remote location. This is generally to support a special project or ad-hoc task.)

Please provide further details in this space if desired:

2) The requested duration of the agreement is the following:

From _____ to _____
(mm/dd/yy) (mm/dd/yy)

3) I will telecommute _____ day(s) per pay period.

4) My scheduled work hours will be from _____ to _____.

5) The Division Head/Vice President or President/CEO or his/her designee may authorize an individual to perform work from a remote site. Telecommuting is by mutual agreement only.

6) The employee must have adequate internet at the employee's expense at the proposed telecommuting site.

7) The employee must have a job function acceptable for telecommuting, i.e. one that can be performed at a remote site without diminishing the quality of the work, the availability of services, or disrupting the productivity of an office.

- 8) A request for a telecommuting agreement must first be completed by the member and is forwarded to his/her immediate supervisor for discussion and approval. If approved by the immediate supervisor, the request for approval will be sent to the Vice President, Associate Vice President or CIO responsible for the member's functional area. If approved at that level, the request shall then be sent to the President or his/her designee, generally Human Resources for final approval.
- 9) An employee for whom an agreement has been approved shall not provide day care services while telecommuting.
- 10) The operational needs of the System take precedence over telecommuting agreements. A telecommuting employee must forego telecommuting if needed in the office on a regularly scheduled telecommuting day, but the individual should be given as much notice as is reasonably possible. A supervisor may allow for flexibility in scheduling the specific days of the week used for telecommuting and allow week-to-week flexibility to meet changing needs. Requests shall not be unreasonably denied.
- 11) Grievance and Arbitration Procedure. The provisions of this section shall not be subject to the grievance and arbitration procedure.

By signing this application, I attest that I have:

- Reviewed the Telecommuting Policy and I understand my rights and obligations under the Policy and any related policies.
- Understand that telecommuting is strictly voluntary and may end without cause, by either party.
- Agree that the agency reserves the right to modify this arrangement at any time.
- Understand that this telecommuting application must be approved and signed before I begin telecommuting.

Nothing contained in this application conveys nor is intended to convey upon the employee a contract of employment.

This telecommuting agreement is governed by and complies with all policies and procedures reference therein, as well as all other applicable state and agency policy and procedures. The undersigned have read, understand, and acknowledge abiding by these policies.

Employee's Signature

Date

Supervisor's Signature

Date

Approved? Yes
No

If original request is not approved, please specify modification to telework request:

Division Head/VP or President/CEO Signature

Date

Approved? Yes
No

HR Shared Services Signature

Date

Approved? Yes
No