



*Connecticut State
Colleges & Universities*

**TELECOMMUTING PROCEDURES
FOR
THE CONGRESS OF CONNECTICUT COMMUNITY COLLEGES
AFSCME, LOCAL 2480
AND
FEDERATION OF TECHNICAL COLLEGE TEACHERS**

Overview

These procedures describe the guidelines, the eligibility criteria, application process, and termination clause for telecommuting arrangements for The Congress of Connecticut Community Colleges, Federation of Technical College Teachers and AFSCME, Local 2480 professional staff members of the Connecticut State Colleges and Universities (CSCU).

Guidelines for Participation

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

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.

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

An employee for whom an agreement has been approved shall not provide day care services while telecommuting.

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.

It is management's discretion at the individual campus locations to determine if telework is allowable based on operational needs.

The provisions of this policy/guidelines shall not be subject to the grievance and arbitration procedure.

Application/Process to Request Permission to Telecommute

Employees who wish to request permission to telecommute should submit a formal request through the CSCU's Telecommuting Form to their supervisor, at least five business days in advance, when possible. Human Resources and the supervisor will review the request with the employee and must approve or deny the request in writing within five (5) business days prior to the requested telecommuting period, or sooner if the request is made due to unforeseen circumstances. The employee, supervisor, and the next level of management when appropriate must mutually agree to, approve, and sign the Telecommuting Form.

Termination of Telecommuting Agreement

The supervisor, division head/VP, or President/CEO retains the right to terminate an employee's participation in the telecommuting program for any reason including but not limited to performance issues, operational changes, strategies, enhancements to programs or the conclusion that the termination of such agreement would be in the best interest of the employee or CSCU. Remote arrangements may be cancelled with two weeks' notice to the employee.

An employee may request that their participation from the program be terminated by notifying their supervisor and the division head in writing.

Nothing in this policy precludes the President/CEO or division head/VP from taking any appropriate disciplinary action against an employee who fails to comply with the provisions outlined in the telecommuting agreement in addition to the cancellation of the telecommuting arrangement.

Once the telecommuting agreement is terminated, the employee shall return all CSCU equipment in his/her possession at the end of the approved agreement but not later than 5 business days. The employee may not modify, alter, or change employer equipment without the employer's written consent.

Cancellation of the telecommuting agreement is not subject to appeal.

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.

Please note: It is understood that unforeseen circumstances may necessitate the request for short-term telecommuting arrangements to be made with limited advance notice. Temporary changes to existing telecommuting agreements may also be necessary to accommodate unexpected work obligations.

June 2022