

## Central Connecticut State University Administrative Faculty Telework (TW) Pilot Program – Spring 2023

Administrative faculty fulfill many diverse roles across the campus performing administrative duties supporting students and various University operations. At the onset of the telework program in the Fall of 2021, requests had been approved for certain administrative faculty in non-direct student-facing areas i.e. Information Technology, Institutional Advancement, and Grants. Since then, the Office of the Registrar and the Division of Fiscal Affairs have been approved for 1 telework day per week for administrative faculty who have submitted such a request.

Following labor/management meetings with SUOAF-AFSCME CCSU Chapter leadership, a pilot program is being launched expanding telework to other administrative areas for 1 day per week. Requests for 1 day per week telework for the Spring 2023 semester may be approved by the highest level supervisor of the unit (e.g. Director) as it is expected that this individual has the most detailed knowledge of the day-to-day requirements for fulfilling the work of the unit.

Following is the guidance for the pilot program:

- Administrative faculty who have completed six (6) months of work in their current position are eligible for consideration for this TW pilot.
- Administrative faculty telework requests for 1 day per week may be approved by the highest level supervisor in the unit (Director).
  - Requests for 2-3 days per week must be approved by the Division Head (VP, Chief, Assoc VP).
- Not every administrative faculty position lends itself to telework.
  - The Division Head is the final decision maker as to whether the responsibilities of a position are appropriate for telework.
- Staff must provide to their supervisor a plan of specific work that will be performed on the telework day. Solely checking and responding to emails is not a valid plan.
- Staff members must have appropriate technology equipment as well as a safe and secure physical space to conduct University business at the telework site, to include the capability of receiving and answering incoming telephone calls. FERPA compliance and securing confidential information is required at all times while teleworking.
  - It is not expected that the University will issue or provide employees with equipment needed for teleworking (i.e. laptop, smart phone, printer, etc.).
  - Appropriate internet/Wi-Fi access must be in place at the telework site at the employee's expense.
  - Employees who experience a power outage or loss in internet service on a TW day are to report to the campus to perform their work assignments.
- MS Teams, Outlook, and Jabber (if role requires responding to callers) must be actively engaged during regular office hours and the employee is expected to respond when contacted, except during a scheduled meal break.
- Arrangements must be in place for physical office coverage in those departments that offer direct services to students and/or the public. Adequate staff must be available to assist walk-in visitors, students, parents, faculty, and staff.

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- Closing the office is not an option. If no other staff are physically available in the office, visitors must be directed to another office located within close proximity for assistance.
- If the employee's physical presence on campus is necessary on a day previously approved for telework, the supervisor shall notify the employee as soon as practicable of the need to report. An alternate day may be considered during that week in its place.
  - Employees must be available to be on campus and no more than ½ (3.5 hours) day car drive away should their presence be unexpectedly needed on campus on their scheduled TW day.
- The supervisor may approve a change in the scheduled telework day for a specific week as requested by the employee in consideration of department operational and/or coverage needs.
- Employees approved for a TW day must report to their supervisor if they become ill, must attend a doctor's appointment, or must care for an ill family member on the TW day and shall record the use of accrued leave on their timesheet (e.g. SICK, SP, SFAM).
- The rules for authorization of flextime and/or earning compensatory time are applicable to telework as per current practice.
- While teleworking, employees may not provide childcare or elder care at the telework site or similar day care services during normal office/unit hours.
- If the University is closed due to inclement weather, employees authorized to do so shall telework on such a day, with exception due to power outages or lack of internet access.
- The supervisor will address any concerns with the employee directly regarding work performance, availability, or responsiveness while teleworking and shall document such concerns for consideration of subsequent requests to telework.
  - Telework approval may be revoked before the end of the pilot period if the employee fails to comply with supervisor admonitions and directives.

The time period for this pilot program is January 3, 2023 – May 31, 2023.

  
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Chief Human Resources Officer

C: President Toro  
Executive Committee

12/8/2022 ASL