## Central Connecticut State University (CCSU) Situational Telework (TW) Pilot Program January 1, 2024 – May 31, 2024 (Academic Secretaries/Administrative Assistants only)

CCSU Administration and AFSCME Clerical Local 196 agree to pilot situational telework for Academic Secretaries for the period January 1, 2024 through May 31, 2024. The request form must be approved by the Department Chair in advance of the TW day. Maximum of one (1) day per week is allowed under this pilot. A set day of the week for the entire period is <u>not</u> permitted under this pilot.

Name:	Job Title/Position:
Department(s):	Requested date to telework:
Summary of work to be performed on TW day:	
Students, faculty, staff, and visitors will be d	directed to
for assistance on the TW day.	Name/Room #
<ul><li>Computer/laptop (monitor if application)</li><li>Reliable telephone and internet according</li></ul>	site (no expectation of being provided by the University): able) with audio, video, and internet capabilities. ess with sufficient speeds to complete work. eams, Outlook, Jabber, and adequate security.
<ul> <li>times, with the exception of breaks</li> <li>Employee will answer incoming calls</li> <li>If an unexpected situation arises required. TW, the Chair will notify the employ</li> <li>Power outages or disruption of intercomplete workday.</li> <li>Employees may not provide child or</li> <li>Employees may not be dually employ</li> <li>If the employee becomes ill, must call day, the employee must notify the CSP, PL, etc.).</li> <li>Approval for situational telework may performance issues addressed with</li> </ul>	e during normally scheduled work hours by MS Teams and Jabber at all and meal breaks. (MS Teams should be set to 'away' during such breaks.) is to the department via Jabber during working hours. Quiring the employee's physical presence on a day previously approved for yee as soon as practicable of the need to report.  In the employee of any reason require the employee to report to campus to relder care during working hours while teleworking.  In the employee of the appropriate accrued leave used (e.g. SICK, SFAM, ay be withheld due to lack of responsiveness, unavailability, or other the employee by the Chair.  It to the situational telework pilot program as outlined above.
Employee signature ^^^^^^^	
Approved to telework on the date requested	d.

Date

cc: maintain copy in department for audit upon request

**Department Chair signature** 

HR/CTW 12/19/2023