

Administrative Faculty Telework Pilot Program – 2024 Guidelines



Administrative faculty fulfill many diverse roles across the campus, performing 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 such as Information Technology, Institutional Advancement, and Grants. Since then, several other offices and divisions have approved administrative faculty one (1) telework day per week upon request during a pilot program.

Following labor/management discussion with SUOAF-AFSCME CCSU Chapter leadership, the pilot program is being extended for the 2024 calendar year. Requests for one (1) day per week telework for the 2024 calendar year 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.

Employees requesting telework must adhere to the following pilot program guidelines:

- Administrative faculty must complete at least six (6) months of work in their current position to be eligible for consideration for the telework pilot.
- Administrative faculty telework requests for one (1) day per week may be approved by the highest level supervisor in the unit (Director).
 - 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 and thus, there may be situations where requests are denied.
 - Requests for any additional telework days per week, not to exceed a maximum of three (3), must be approved by the Division Head (Provost, Vice President, Associate Vice President, Chief).
- 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.).
 - Employees who have been issued University laptops may bring them to their telework location, provided they have completed the "Record of Equipment on Loan" form and they are capable of carrying the device to/from work.

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- Under no circumstances will multiple computers be provided to employees to allow one device to be left at a telework location.
 - Employee's are responsible for ensuring reliable internet/Wi-Fi access at their telework location, at their own expense. Those experiencing persistent connectivity issues may be denied telework and required to work from the office.
 - Employees are expected to have their camera and audio on during meetings when teleworking.
 - Employees who experience a power outage or loss in internet service on a telework day are to report to the campus to perform their work assignments unless the University is closed.
- 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 promptly 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.
 - 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, but need not be granted.
 - Employees must be available to be on campus and no more than ½ day (3.5 hours) car drive away should their presence be unexpectedly needed on campus on their scheduled telework 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 telework 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 telework 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 telework on such a day must still telework, with exception due to power outages or lack of internet access.
 - If there is inclement weather and the employee did not bring work home with them, they are expected to use personal or vacation leave.
 - If there is inclement weather and childcare is necessary due to school delay, early dismissal, or cancelations, the employee is expected to use personal or vacation leave.

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- 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 1, 2024 – December 31, 2024.

Christopher J. Wethje

Chief Human Resources Officer

cc: President Toro
Executive Committee

12/27/2023