

**Central Connecticut State University (CCSU) Situational Telework (TW) Pilot Program**  
**June 1, 2024 – December 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 June 1, 2024 through December 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 **not** 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 directed to \_\_\_\_\_  
for assistance on the TW day. **Name/Room #** \_\_\_\_\_

**Technology requirements at the telework site (no expectation of being provided by the University):**

- Computer/laptop (monitor if applicable) with audio, video, and internet capabilities.
- Reliable telephone and internet access with sufficient speeds to complete work.
- Computer software including MS Teams, Outlook, Jabber, and adequate security.

**Requirements/guidelines for TW day:**

- Employee is required to be available during normally scheduled work hours by MS Teams and Jabber at all times, with the exception of breaks and meal breaks. (MS Teams should be set to 'away' during such breaks.)
- Employee will answer incoming calls to the department via Jabber during working hours.
- If an unexpected situation arises requiring the employee's physical presence on a day previously approved for TW, the Chair will notify the employee as soon as practicable of the need to report.
- Power outages or disruption of internet access for any reason require the employee to report to campus to complete workday.
- Employees may not provide child or elder care during working hours while teleworking.
- Employees may not be dually employed in any capacity while teleworking.
- If the employee becomes ill, must care for an ill family member or experiences an emergency situation on a TW day, the employee must notify the Chair and shall record the appropriate accrued leave used (e.g. SICK, SFAM, SP, PL, etc.).
- Approval for situational telework may be withheld due to lack of responsiveness, unavailability, or other performance issues addressed with the employee by the Chair.

I understand my obligations for compliance to the situational telework pilot program as outlined above.

\_\_\_\_\_  
**Employee signature**

\_\_\_\_\_  
**Date**

^^

Approved to telework on the date requested.

\_\_\_\_\_  
**Department Chair signature**

\_\_\_\_\_  
**Date**