Central Connecticut State University
Administrative Faculty Telework (TW) Pilot Program – Spring 2023
Request to Telework 1 Day Per Week Form

I am requesting to telework one (1) day per week within the guidelines of the Administrative Faculty Telework (TW) Pilot Program – Spring 2023 (01/03/2023 – 05/31/2023).

Name: _____

Job Title: _____

Department: _____

Requested day of the week: _____

Technology in place at the telework site (please check all that apply):

_____ 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

I have read the guidelines for this pilot program and understand my obligations for compliance.

_____ _____
Employee signature **Date**

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