

Spring 2022–Employee Guidelines for Telecommuting Requests

Please make your telecommuting requests using the Spring 2022 Interim Telecommuting Form on the Human Resources [website](#).

Some factors that you and your supervisor should consider related to your telecommuting request:

Feasibility

1. Has a decision been made whether the department, or area in which you work, will operate fully on-site, part time on-site, or full time off-site?
2. In your role, what degree of in-person/face-to-face interaction is required, and is virtual interaction effective?
3. Can your function, or area of responsibility (research, teaching, or service), deliver at the required level of quality if you are telecommuting?
4. Is your role and team structure such that telecommuting either in full or in part is possible and optimal?
5. Does the proposed arrangement enable you to perform your full range of assigned duties?

Resources

1. Are the materials and equipment that you require accessible from an off-site location?
2. Do you require, and can your department or unit provide, additional resources (i.e., facilities, materials, specialized equipment, confidential materials) to work effectively if in an alternate work arrangement?
3. Do you have reliable telephone and internet access if working at an off-site work location?

Individual Considerations

Measurement

1. Can your supervisor effectively evaluate your work from an off-site location and are your work products specific and measurable?

Training

1. Will alternate work arrangements allow for onboarding and training if you are a new or probationary employee? Or if you are responsible for onboarding and training new colleagues?

Other Considerations

- **100% Telework and Out-of-State Telework:** In certain special circumstances, 100% telecommuting is acceptable; however, this should only be approved in consultation with the Office of Human Resources and appropriate university senior leadership. The same approval process would apply to employees desiring to telecommute from another state (Note that if an employee is working remotely from another state the employee may need to consult a tax advisor).
- **Classified Union Members:** Employees who are members of a classified union should contact their managers regarding any questions regarding telecommuting, as the State of Connecticut has issued separate guidance for these employees.

Security, Privacy, and Compliance

1. Are there any security and privacy concerns (e.g., IT, FOI, FERPA, HIPPA) that need to be addressed if you are in an alternate work arrangement?
2. Does your off-site work location meet all required compliance regulations?
3. Do you have access to an appropriate, safe, and confidential off-site work location?