

Eastern Connecticut State University Situational Telework Form
(Eligible NP-3 and A&R employees)

Eastern Connecticut State University (ECSU) Administration will pilot situational telework for the period of September 23, 2026, through December 31, 2026. The request form must be approved by the Management Confidential Supervisor in advance of the telework day. Typically no more than 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 telework day: _____

Students, faculty, staff, and visitors will be directed to _____
for assistance on the telework 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, Webex, and adequate security.

Requirements/guidelines for telework day:

- Employee is required to be available during normally scheduled work hours by MS Teams and Webex 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 MS Teams and Webex during working hours.
- If an unexpected situation arises requiring the employee's physical presence on a day previously approved for telework, the Department Supervisor 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 telework day, the employee must notify the Department Supervisor 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 Department Supervisor.

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

Employee signature

Date

Approved to telework on the date requested.

MC Supervisor signature

Date

cc: Maintain copy in department for audit upon request