

MEMORANDUM

TO: SUOAF-AFSCME ECSU Chapter members
FROM: Shaylah Cote, Chief Human Resources Officer
DATE: September 23, 2026
RE: 2026-2027 Administrative Faculty Telework Pilot Program Guidelines

Administrative faculty fulfill many diverse roles across the campus, performing duties supporting students and various University operations. The Administrative Faculty Telework Pilot Program is being introduced for 2026-2027.

Effective September 23, 2026, requests to telework for up to one (1) day per week may be approved by the highest-level supervisor of the unit (e.g. Dean or Director) and the Division Head as it is expected that these individuals have the most detailed knowledge of the day-to-day requirements for fulfilling the work of the unit. The Administrative Faculty Telework Pilot Program Form should be used for requests for up to one (1) day per week.

Requests to telework for more than one (1) day per week will require additional review and approval from the Chief Human Resources Officer and the University President. The SUOAF-AFSCME Telecommuting Request Form should be used for requests for more than one (1) day per week.

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

- Administrative faculty must complete at least 90 days of work in their current position to be eligible for consideration for the telework pilot.
- Not every administrative faculty position lends itself to telework. There may be situations where requests are denied.
- Requests to telework submitted for Friday of the first week of the pay period and Monday for the second/following week of the pay period will not be approved.
 - For example, an employee approved to telework on Friday, September 4, 2026, would typically not be subsequently approved to telework on September 7, 2026.
- Staff must provide their supervisor with 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 appropriate loan form and they are capable of carrying the device to/from work.
- Under no circumstances will multiple computers be provided for employees to allow one device to be left at a telework location.
- Employees 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 Webex (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.
- The department must ensure that arrangements are in place for physical office coverage in those departments that offer direct services to students, members of the University community, 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 able to report to campus within one-half (½) workday (3.5 hours) of notification should their presence be unexpectedly needed 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.
- 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.

University leadership will review the pilot prior to its conclusion to determine whether it will be continued, modified, or discontinued.

cc: President Ismaili

Eastern Cabinet

09/23/2026