Guidelines for Working Remotely and for C&T Time Reporting

Working Remotely

Guidelines for Episodic Telecommuting

The School recognizes that under certain circumstances, performing work at home on an occasional, one-time, or irregular basis can provide increased flexibility when it is determined to be beneficial for the School and the staff member.

1. The determination of whether a staff member will be approved for an episodic telecommuting arrangement will be made on an individual basis and in accordance with the needs, requirements, and constraints of the department and staff member.

2. Work from home arrangements may be authorized for situations related to inclement weather, disability, and when the work is particularly suited to working off-site.

3. Telecommuting arrangements require pre-approval of the supervisor and SOM HR.

4. In general, telecommuting will be approved only for high performing staff members with job responsibilities appropriate for such an arrangement.

Long-term Telecommuting

Requests for long-term telecommuting arrangements must be reviewed by the supervisor, department head, and SOM HR. The determination of whether a staff member will be permitted to telecommute will be made on an individual basis and in accordance with the needs, requirements, and constraints of the department and staff member.

C&T Time Reporting

These guidelines are intended to ensure that all working time for C&T staff members is accurately recorded and properly compensated consistent with the State of Connecticut and U.S. Department of Labor requirements.

February 12, 2015
1. Staff are required to keep track of their time each week and to sign off/approve their weekly timecards to confirm the accuracy of their hours worked.

2. All hours worked must be reported including time spent on portable electronic devices.

3. Supervisory pre-approval is required for the use of compensatory time and for any overtime hours. Overtime is incurred when the hours worked in a week exceed 37.5.

4. Alteration of a staff member’s daily schedule requires supervisory pre-approval.

5. Staff members are prohibited from performing work-related tasks outside of normal working hours without supervisory pre-approval. This includes checking or responding to work-related e-mail, arriving early to “get ready for work”, and performing tasks that extend the work day.