

The State of Connecticut

# ***TELECOMMUTING***

## ***Program***



The Department of Administrative Services  
Brenda L. Sisco, Commissioner

*Effective July 1, 2005*

# CONTENTS

<u>Section</u>	<u>Page</u>
<b>I. What is Telecommuting?</b>	<b>1</b>
A. Definition	1
B. Statutory Basis	1
C. Precedence	1
D. Commuting Data	2
<b>II. Who Can Participate?</b>	<b>4</b>
A. Determine Feasibility	4
B. Determine Eligibility	4
<b>III. Advantages &amp; Disadvantages of a Telecommuting Program</b>	<b>6</b>
A. Potential Advantages for the State as an Employer	6
B. Potential Advantages for the Employee	6
C. Potential Advantages for the Community	6
D. Potential Pitfalls and Disadvantages	6
<b>IV. Program Guidelines</b>	<b>8</b>
A. Minimum Criteria	8
B. Compensation and Benefits	9
C. Performance Evaluation	9
D. Schedule	9
E. Standards of Conduct	10
F. Liability for Injuries	10
G. Equipment and Supplies	10
H. Family Responsibilities	11
I. Travel	11
J. Other Expenses	11
K. Local Zoning Ordinances	11
L. Protected Health Information	12
M. Other Action	12
<b>V. Training and Evaluation</b>	<b>13</b>
A. Training	13
B. Program Evaluation	13
<b>VI. Judgment Criteria</b>	<b>14</b>
<b>VII. Telecommuting Application</b>	Appendix A
<b>VIII. Telecommuting Arrangement</b>	Appendix B

# What is Telecommuting?

## A. Definition

Telecommuting is an alternative for *where* work is performed (as distinct from *when* work is performed) that avoids the normal office commute. It does not change the nature of the work a state employee is expected to perform or the hours in which an employee is expected to be working. Telecommuting offers the choice of working at home or at an alternate workstation closer to home, arranged in advance and conducted on a part-time basis. As shown immediately below, authorizing telecommuting/work-at-home arrangements come with a determination that they are cost effective.

## B. Statutory Basis

The Connecticut General Assembly passed the “Telecommuting” legislation in 1996. This was codified as Section 5-248i of the Connecticut General Statutes.

### **CGS Sec. 5-248i. Telecommuting and Work-at-home programs.**

(a) The Commissioner of Administrative Services may develop and implement guidelines, in cooperation with interested employee organizations, as defined in subsection (d) of section 5-270, authorizing telecommuting and work-at-home programs for state employees where such arrangements are determined to be cost effective.

(b) Any employee of a state agency may be authorized to participate in a telecommuting or work-at-home assignment with the approval of his appointing authority and with the approval of the Commissioner of Administrative Services. Approval of such assignment may be granted only where it is determined to be cost effective. Any assignment shall be on a temporary basis only, for a period not to exceed six months and may be extended as necessary.

(c) The Commissioner of Administrative Services shall report annually to the joint standing committee of the General Assembly having cognizance of matters relating to labor and public employees as to the extent of use by employees as provided pursuant to subsections (a) and (b) of this section.

## C. Precedence

During some time within the first quarter of 2005, 144 State of Connecticut employees had active telecommuting arrangements on file with the DAS. Eighteen state agencies have had at least 1 telecommuter since the program began. The largest user, by far, has been the Department of Revenue Services.

In an Internet survey of employing organizations around the nation, DAS<sup>1</sup> found that

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<sup>1</sup> Anderson, M. and Kabara, K. (2004) “The Results of the 2004 Employer-of-Choice/Balance Work and Life Survey.” IPMA-HR News. August.

approximately 55% of public sector or non-profit organizations had some type of telecommuting program. Of those program users, 43% reported increased employee satisfaction, 29% reported a reduction in unscheduled leave and 14% reported increased productivity as effects of using the program. Only 6% found that it lowered costs and a similar percentage found that it improved their ability to attract higher quality employees. These findings were not out of character with two prior surveys that DAS conducted on activities that employers were using to either help employees balance work and life or to help the employer become an employer of choice.

It is difficult to find much recent information and trends in telecommuting programs that aren't replaying data and research that were conducted in the mid 1990s. A fairly recent article<sup>2</sup> showed that out of 150 executives in the nations 1,000 largest companies, 22% saw productivity improve, 36% saw no difference and 32% saw less productivity resulting from their telecommuting programs. Seventy-six percent of the same executives saw telecommuting as most appropriate for either staff or administrative support personnel.

This contrasts with the Federal Government where Congress established penalties for agencies that *don't* allow telework options for employees. Thirty-six percent of Federal Government employee survey respondents said they had been offered a chance to telecommute compared to the 87% that would telecommute if given the chance. This must be understood in the context of the traffic congestion around the Washington, DC area along with the fact that the Federal Government has created alternate worksites in areas around the "District" where workers can do their telework. That is, telework/telecommuting is not always done from home in the US Federal Government.

The Connecticut Department of Transportation continues to promote telecommuting as a traffic reduction strategy. A reference to the role of telecommuting in the broader context of transportation strategy is found in Sec. 13b-57g. of the Connecticut General Statutes:

*"Transportation strategy and revisions. Public transportation priority. Reporting requirements." ... "[T]he role, including the role of financial incentives, of private sector companies, public agencies and institutions needs to be clearly defined with respect to ... providing employees with appropriate alternatives to the locations at which and during the times they perform their work, including, but not limited to, flexible working hours and telecommuting [.]"*

The ConnDOT reports that the "*TelecommuteCT!*" effort has established programs with 164 employers with 3,542 employees telecommuting.

#### D. Commuting Data

The commuting data for state employees is interesting. A voluntary survey of employees within DAS showed an average one-way commute time of 40 minutes using private vehicles. Those persons taking public transportation to work are in transit an average of

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<sup>2</sup> "Out of Sight, Out of Mind", Hispanic Times Magazine, Sept. 22, 2001.

65 minutes per commute. These public transit commuters account for less than 10% of the respondents and most of the persons using public transportation used it only part of the time to get to work. The data showed that there are essentially three most frequent (“peak”) commute times: 45 minutes (19% of the commuters), 30 minutes (15% of the commuters) and 20 minutes (9% of commuters). Twenty-five percent of DAS employees commute 50 or more minutes each day by private vehicle. Long commutes alone don’t seem to be an extraordinary reason for telecommuting in this state.

## Who Can Participate?

### A. Determine Feasibility

Telecommuting is not a universal employee benefit. Only employees who have been deemed eligible by the employing agency may participate. Eligibility, however, does not determine selection; an employee is selected to participate at the sole discretion of management. An employee's participation may be terminated by the agency, without cause, upon reasonable notice (minimum of two weeks unless other conditions apply).

The agency retains the right to terminate an employee's participation in the program. A telecommuter may request that his/her participation from the program be terminated by notifying his/her supervisor in writing. The agency shall arrange for the employee's return to the official workstation within two weeks of receipt of the written request.

The popular business literature on telecommuting suggests that there are certain characteristics that indicate whether a person is likely to be a successful telecommuter. These include, but are not limited to, the following qualities:

- Self-motivated and responsible
- Possess good time management and organizational skills
- Knowledgeable about agency policies/procedures
- Effective communicator
- Successful in current position meeting goals and objectives
- Successful in current position meeting timelines and deadlines
- Adaptable to change
- Independent worker needing minimal supervision
- Results oriented

Similarly, some suggest that there are jobs that are more suitable for telecommuting than others. Jobs that do not require face-to-face interaction everyday, are clearly defined with measurable tasks, require minimal supervision, are more efficiently accomplished with few distractions and are portable may be accomplished at an alternative work location. It has been reported that the best jobs for telecommuting are white-collar, information-based jobs. Common elements of these jobs include extensive use of computers and/or telephones, performance that can be measured quantitatively and one in which the materials that are needed to complete the job are easily transportable from the workplace.

### B. Determine Eligibility

An employee is eligible for telecommuting if he/she has achieved permanent status with the state, has performed the proposed job duties for at least 60 days prior to entering into the telecommuting arrangement and whose performance has been recognized as satisfactory or better.

It cannot be overemphasized that an employee's full range of duties must be specified and able to be performed from home or the alternate work-site. This would preclude managers and supervisors from telecommuting.

In addition to the above-mentioned criteria, an employee must have a suitable place in his/her home and be able to supply any needed equipment that cannot be obtained from the agency, if he/she is to be eligible to telecommute. The place should be suitably private and designed for work. Employees who need reasonable accommodations due to disabilities shall not be precluded from participating in a telecommuting program on that basis.

# ADVANTAGES & DISADVANTAGES OF A TELECOMMUTING PROGRAM

## A. Potential Advantages for the State as an Employer

1. Cost savings if a need for office space or office equipment or parking can be reduced without transferring expenses elsewhere
2. Increased job performance/productivity for certain types of tasks
3. Improved employee morale and job satisfaction
4. Improved leverage to recruit or retain highly skilled employees
5. Reduction in unscheduled absenteeism/turnover
6. Use of telecommuting as a short term ADA accommodation
7. Enhanced image of State as an innovative employer
8. Reduced influence of traffic jams and bad weather on productivity
9. Improved capability to switch to telecommuting as a short or long term disaster recovery solution (i.e., continuing business to the extent possible after Murrah or 9-11 type building disasters)

## B. Potential Advantages for the Employee

1. Greater productivity and creativity
2. Partial elimination of commuting time, driving stress, fuel expense, and wear and tear on personal vehicles
3. More control over working environment; fewer distractions
4. Increased familiarity with technology (computers, modems, fax machines)

## C. Potential Advantages for the Community

1. Reduced traffic congestion
2. Lower fuel consumption
3. Improved air quality
4. Decreased neighborhood crime because of more people being home during daylight hours

## D. Potential Pitfalls and Disadvantages

1. Reduced interaction among employees on key workplace issues
2. Feelings of isolation from co-workers and work events
3. Frustration in trying to set meetings or deadlines with telecommuters
4. Negative public perception of taxes being spent to pay state employees to “stay home”
5. The cost to manage around a telecommuter exceeding any cost savings to be realized
6. Worker dissatisfaction when some employees are selected and others are not selected to telecommute
7. Increased burden on managers and supervisors to manage telecommuters and the work they are getting done

8. Lack of IT readiness for remote access of telecommuters plus problems they have using their personal equipment to telecommute
9. The time it takes for state agencies to monitor their telecommuters and the work they are performing
10. Increased likelihood of confidential or protected information being lost, misplaced, mishandled, or stolen
11. Materials, records, and other work products not being suitably transportable between the official worksite and the telecommuting worksite.

# PROGRAM GUIDELINES

## A. Minimum Criteria

Telecommuting is a management option that allows an employee to work at home or alternate work site; it is not an employee entitlement. It does not change the hours of work. An employee's participation in the telecommuting program is voluntary. An employee may be considered for this option when the following minimum criteria are met:

1. The employee has achieved permanent status and has been performing his/her current job duties for at least 60 days<sup>3</sup>
2. The agency has determined that the full range of an employee's job can be readily and effectively completed at an alternate site
3. The agency determines that the employee's absence from the office is not detrimental to office operations, overall productivity, the working conditions of other employees, or services to clients or customers
3. The employee's performance has been satisfactory or better
4. Both parties have signed a formal arrangement that clearly states the telecommuting relationship
5. A formal telecommuting arrangement (Appendix B) is completed which outlines:
  - a) Willingness of employee to abide by all agency policies and procedures, including those unique to telecommuting
  - b) The hours the employee works
  - c) The alternate work site location
  - d) A description of the work activities involved
  - e) Communication procedures (i.e., delegation of assignments, staff meetings, office visits)
  - f) Utilization and maintenance of equipment and supplies (telephone, fax, computer)
  - g) Security and confidentiality procedures
  - h) Effective dates to begin and terminate the program
  - i) Mileage reduction data for single occupancy commuting
6. The agency has determined that such an arrangement is cost effective
7. The agency and employee are willing to participate in telecommuting training and evaluation efforts
8. The length of the telecommuting arrangement is a maximum of six (6) months but

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<sup>3</sup> This may be waived with DAS approval.

can be extended, if necessary, by execution of another arrangement.

B. Compensation and Benefits

Telecommuters are regular employees, not independent contractors. The agency agrees that the telecommuting arrangement is not a basis for changing the employee's salary or benefits. The telecommuter's salary, work hours and benefits will remain subject to the rules governing the appropriate collective bargaining unit contract or existing State statutes and regulations.

Employees who telecommute are subject to the same rules for using sick leave, vacation, personal leave and other leave as non-telecommuting employees. The telecommuter must seek approval for time-off just as they did before they became a telecommuter.

Except as provided in the DAS telecommuting guidelines and the telecommuting arrangement, employee rights provided for in the employee's collective bargaining agreement are not affected by participation in a telecommuting program.

None of the rights or benefits provided under the employee's collective bargaining agreement between the State Executive Branch and the employee unions are enhanced or abridged by the implementation of telecommuting programs. Employees retain the right to grieve in accordance with the provisions of their collective bargaining agreements regarding compensation and benefits under those agreements but shall not have the right to grieve denials or terminations of telecommuting arrangements.

In no event shall the employee be eligible for any additional compensation as a result of the telecommuting arrangement including, but limited to home office premiums.

C. Performance Evaluation

The employee is responsible for maintaining availability, appropriate levels of production and quality of work while telecommuting.

The telecommuting arrangement can be terminated immediately if performance issues arise. In addition, the agency reserves the right to make unannounced visits during normal business hours based on reasonable concerns about performance.

D. Schedule

A mutually established telecommuting schedule must be defined for the employee. The agency's needs take precedence over the employee's needs. Telecommuters shall report to the official work site when directed, based on management priorities. The telecommuter may be allowed to report to the official work site only one day per week, three days per week or, perhaps, work predominantly from the alternate site. In determining the frequency and extent of reporting to the official workstation, management needs such as staffing, meetings and training shall be the primary consideration. Office needs take precedence over telecommuting days; therefore a schedule outlining the work location must be determined in advance with final approval by the agency. On days when the employee reports to the official work site, the schedule

shall be measured from the official worksite and not the alternate location.

The hours of work while telecommuting shall match the hours that would be worked at the official work site. Each agency must discuss issues regarding overtime authorization, shift differential, holiday pay and other related topics prior to implementing the telecommuting arrangement.

ALL WORK SCHEDULES AND LOCATIONS MUST BE APPROVED BY THE AGENCY.

E. Standards of Conduct

While telecommuting, the employee agrees that he/she is bound by all agency policies and procedures as if they were a non-telecommuter.

F. Liability for Injuries

The State will continue to provide benefits and coverage to the telecommuting employee as governed by the Connecticut General Statutes and the applicable bargaining unit contract, provided the alternate work location has been approved in the telecommuting arrangement.

An injury must arise strictly out of and within the course of employment in order to be considered as a worker's compensation liability, wherein all standard worker's compensation regulations would apply. Accidents at the employee's home to persons who are not on-duty employees of the agency are the responsibility of the employee. An employee must contact his/her supervisor as soon as an injury occurs, whether covered by workers compensation or not. The telecommuter must understand that it is not certain how the workers compensation principle of arising out of and within the course of employment will be applied to injuries in the telecommuter's home.

G. Equipment and Supplies

Depending on the job, equipment needs for telecommuters will vary. To the extent possible, the agency will provide the necessary equipment and supplies that are needed for the telecommuter to perform his/her job duties successfully. Out of pocket expenses for supplies normally available through the agency will not be reimbursed. It is the agency's responsibility to maintain and repair any equipment, which is supplied to the telecommuter by the agency. In the event of a delay in the repair or replacement or any other circumstance under which it would be impossible for the employee to telecommute, the employee understands that he/she may be assigned to do other related work and/or report to the official workstation. Agency-owned equipment, software, telephone services, supplies and furniture at the alternate work site shall be limited to those authorized by the agency and used only for agency business.

Personal use of these materials is prohibited, even during non-working hours.

Telecommuters assume responsibility for the physical security of agency equipment, supplies and information in their possession while telecommuting. The telecommuter

understands that the agency will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternate workstation. The telecommuter shall maintain his/her in-home workstation in a safe condition, free from hazards and other dangers to the employee and equipment. To ensure appropriate working conditions, the agency shall make on-site inspections at a mutually agreed upon time or given 24 hour advance notice to the employee.

The employee will be liable for any loss or damage to agency equipment or supplies due to the employee's negligence or misconduct. Loss or damage to agency equipment or supplies, which result from circumstances not attributable to the employee's negligence or misconduct, will be the liability of the agency. When the telecommuter uses his/her own equipment, he/she shall be responsible for equipment repair and maintenance. Certificates of homeowners or renters insurance will be kept on file with the employee's approved telecommuting arrangement form.

Materials, documents, etc., that the telecommuter transports to and from the official workstation to the home office are his/her responsibility and must be kept confidential and secure. The employee agrees to protect the agency records from unauthorized disclosure or damage and will comply with agency policies and procedures regarding such matters. Protected health information (PHI) is covered by HIPAA and is addressed in L., below.

Any equipment, supplies, software, hardware, etc., purchased by the agency remains agency property and must be returned at the conclusion of a telecommuting arrangement or when requested by agency management.

Telecommuters using State provided software will adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication. In particular, installation, use and removal of software must comply with the Software Vendor's License Agreement, the State of Connecticut Software Management Policy and the agency's implementation of said policy. To protect confidentiality and guard against data contamination, telecommuters will follow agency approved data security procedures.

#### H. Family Responsibilities

While telecommuting may facilitate the employee meeting family responsibilities, it shall not be used to provide family care. The telecommuter shall make arrangements to have care for dependant children or elders outside of the home.

#### I. Travel

The employee may not submit nor receive reimbursement if he/she is requested to report to the normal work site. The employee shall not be reimbursed if he/she reports to the normal work site but shall remain eligible for reimbursement for travel to other locations in accordance with the applicable collective bargaining agreement and/or the standard State Travel Regulations.

#### J. Other Expenses

The State assumes no liability for any personal and/or non-State equipment used for the telecommuting.

K. Local Zoning Ordinances

It is the employee's responsibility for ensuring compliance with any local zoning ordinances related to working at home or maintaining a home office.

L. Protected Health Information

Protected Health Information being transported by notebook computer, removable media, or other electronic means must be kept secure according to HIPAA privacy and security rules.

M. Other Action

Nothing in this policy precludes the agency from taking any appropriate disciplinary action against an employee who fails to comply with the provisions outlined in the telecommuting arrangement in addition to possible cancellation of the telecommuting arrangement.

## TRAINING AND EVALUATION

### A. Training

The agency is responsible for ensuring that participants receive basic information on telecommuting, including this manual. The agency must offer telecommuters any related training conducted or required by the Department of Administrative Services.

### B. Program Evaluation

The employee shall agree to participate in all studies, inquiries, reports or analyses relating to telecommuting.

The agency must comply with any effort by the Department of Administrative Services to collect data on telecommuting. Furthermore, the agency will be subject to periodic audits by a representative from the Department of Administrative Services to ensure agency compliance with the standards set forth in this policy.

## JUDGMENT CRITERIA

Take into full consideration all of the following judgment criteria to determine if telecommuting is an appropriate work option for one or more employees. If any one of these is problematic, telecommuting is probably not the right choice at the right time.

Can these questions be answered “Yes”?

1. Can the full range of job responsibilities be carried out at any time that the worker is telecommuting?
2. Is the amount of work it takes for someone to schedule, document, and evaluate work products of a telecommuter offset by the level of improved productivity/accuracy of the telecommuter’s work while telecommuting?
3. Is the agency fully capable of monitoring telecommuters and will they take the responsibility to monitor telecommuters?
4. Does the prospective telecommuter have complete access (not shared) to all computer and telecommunications equipment as well as Internet connections that they will need to do their job for all of the time that they are telecommuting on “state” time?
5. Will the telecommuting arrangement be cost effective?
6. Can any personal health information (PHI) managed or processed by the telecommuter be adequately safeguarded and protected in a manner required by HIPAA?

Can these questions be answered “No”?

1. Is a combination of reduced work schedules, alternate work schedules, and telecommuting schedules impairing the level of service that can be provided by a work group?
2. Will telecommuting be used to supply childcare, eldercare or other personal responsibilities or will telecommuting be used to somehow reduce expenses for these responsibilities during established work hours?
3. Is telecommuting being used as a reward or benefit for the employee with the state receiving no particular benefit from the arrangement?
4. Is telecommuting being intermingled with long-term sick leave?
5. Is the prospective telecommuter responsible for the health, safety, or well-being of employees during normal work hours at their regular work site?
6. Does the prospective telecommuter have outside employment or outside income where the telecommuting will provide a convenient way to co-mingle state and non-state work during established work hours?

State of Connecticut

**TELECOMMUTING PROGRAM APPLICATION**

**TO: AGENCY PERSONNEL ADMINISTRATOR**

I, \_\_\_\_\_, understand that my agency, \_\_\_\_\_, is  
(Print Name) (Print Agency)

*participating in a Telecommuting program being instituted by the Department of Administrative Services. Please consider this application as an expression of my interest in such a program.*

I would be available to telecommute beginning \_\_\_\_\_.  
(mm/dd/yr date)

I would be interested in telecommuting \_\_\_\_\_ day(s) per week.

Please note any special circumstances that should be considered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe that the following task(s) that I am currently assigned might be appropriate for telecommuting: \_\_\_\_\_  
\_\_\_\_\_

**\*\*\*I understand that a Telecommuting Arrangement must be signed and approved prior to beginning telecommuting\*\*\***

\_\_\_\_\_  
*Employee's Signature Title Date*

\_\_\_\_\_  
*Agency Personnel Administrator or Agency Head's Signature Date*

**Approved**  
**Approved Pending Position Availability**  
**Disapproved**

Reason (if denied):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: Employees are selected to participate at the sole discretion of management**

cc: Supervisor/Manager

## State of Connecticut

**TELECOMMUTING PROGRAM ARRANGEMENT**

**For** \_\_\_\_\_  
(Agency)

Division \_\_\_\_\_  
Telecommuter's Name \_\_\_\_\_  
Job Classification \_\_\_\_\_  
Official Work Station \_\_\_\_\_

Telecommuting Location (check)       Home Office       Alternate Site

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Will another telecommuter work from the home location?  Yes  No

If yes, please list their name(s)/agency(ies): \_\_\_\_\_

Will other family members be home while you are telecommuting?  Yes  No    If "Yes":

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, have read, understand and acknowledge abiding by the Department of Administrative Services telecommuting guidelines, the agency telecommuting policy and this document. The parties agree as follows:

1) Scope of Arrangement

- a) This arrangement is effective from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy) (not more than 6 months) and shall remain in effect during this period. This arrangement may be modified, amended or terminated at any time by written notification from the agency head, or designee, with or without cause.
- b) Employee agrees they will perform his/her assigned duties for the Agency as a "telecommuter". Typical assignments while telecommuting include: (add additional pages if necessary)
- c) Employee agrees abiding by all agency policies and procedures during the life of this arrangement.

2) Compensation and Benefits

- a) This arrangement shall not be the basis for any claim regarding overtime, workstation, mileage or any benefit that would not be provided at the regular workstation. The employee's salary, job responsibilities, benefits, rights and insurance coverage remain subject to the applicable bargaining unit contract.
- b) For the purpose of defining the employee's work schedule during which the employer has liability for job-related accidents or illnesses and during which workers' compensation

laws apply, it is understood that the employee's work hours will conform to a schedule agreed upon by the telecommuter and management and remain on file at the agency.

3) Schedule

- a) The telecommuting schedule will include \_\_\_\_\_ day(s) per week/per month to be spent at an alternate work site. Those days will be prearranged with management.
  - b) I will telecommute \_\_\_\_\_ day(s) per week. My telecommuting days will be: Fri. \_\_\_ Sat. \_\_\_ Sun. \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_
  - c) Work hours are from \_\_\_\_\_ to \_\_\_\_\_
  - d) I will call the office to obtain messages at least \_\_\_\_\_ times per day while working at home or at an alternate site. Call-in times: \_\_\_\_\_
  - e) Business telephone calls made from the home will be paid for as follows: \_\_\_\_\_
- 

4) Work Space and Inspections

- a) Any changes or extension to the above mentioned schedule must be reviewed and approved by the agency in advance
- b) When the telecommuter's alternate work site is in the home, he/she is responsible for maintaining a designated workspace in a safe, healthy, professional and secure manner.
- c) The agency retains the right to make on-site inspections of the work area to ensure that appropriate working conditions exist. These inspections will be prearranged at a time agreed upon by both parties or given 24-hour notice.
- d) On-site visits by the employer may be made for the purpose of retrieving or repairing equipment, work documents and other agency property. In addition, the agency reserves the right to make unannounced visits during normal business hours based on reasonable concerns about performance.

5) Equipment and Supplies

- a) Any equipment or supplies purchased by the agency will remain the agency's property and must be returned at the conclusion of the telecommuting period. Agency owned equipment at the alternate location may not be used for personal purposes.
- b) Telecommuters using State provided software shall adhere to the manufacturer's licensing agreements, including the prohibition against unauthorized duplication.
- c) Out-of-pocket expenses for supplies normally available through the agency will not be reimbursed.
- d) The agency does not assume responsibility for damage or wear of employee-owned equipment or supplies used while telecommuting.
- e) To protect confidentiality and guard against data contamination, telecommuters shall follow agency approved data security procedures.
- f) The agency may make accommodations for the telecommuter regarding telephone usage.
- g) Restricted-access materials shall not be taken from the official work site or accessed through computers by telecommuters unless approved by management.
- h) The following equipment will be used by the employee in the home/alternate site: (please specify whether equipment is agency-owned or employee-owned)

Item _____	Owner _____
Item _____	Owner _____
Item _____	Owner _____

6) Agreement

- a) Nothing contained in this arrangement conveys nor is intended to convey upon the employee a contract of employment.

Additional conditions agreed to by the telecommuting employee and management:

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I currently make \_\_\_\_\_ commute trips per week; commute \_\_\_\_\_ miles per week and spend \_\_\_\_\_ minutes commuting each week.

We agree that telecommuting is strictly voluntary and may end without cause, by either party. An employee's participation may be terminated by the agency upon reasonable notice (minimum of two weeks) unless a performance issue arises whereby participation may be terminated immediately. The agency shall arrange to return an employee, who terminates his/her participation, to the official workstation within two weeks of receipt of a written request. The agency reserves the right to modify this arrangement at any time.

I understand and have received the Department of Administrative Services, Telecommuting Program manual and agree to comply with the conditions detailed above. I also agree to review and comply with all agency policies and procedures.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

(Agency head or designee)

This arrangement ended \_\_\_\_\_ was modified \_\_\_\_\_ effective \_\_\_\_\_

Please forward to your agency liaison @ the Department of Administrative Services, Human Resources Management, 165 Capitol Ave., Room 404, Hartford, CT 06106

DAS Approval \_\_\_\_\_ Date \_\_\_\_\_

(Commissioner or designee)

Copy to be filed in Employee's Personnel File

A copy of this arrangement shall also be provided to the applicable collective bargaining representative, if any.