

Personnel

Telecommuting

Telecommuting is a flexible work arrangement in which employees are authorized to work from their homes or other alternate site. The CREC Council recognizes that telecommuting arrangements may be mutually beneficial to CREC and CREC staff under circumstances in which they are likely to improve efficiency, promote safe or healthy work environments, conserve CREC's resources, and/or are in response to a declared local, regional, or national emergency. Telecommuting is not an employee entitlement, or a benefit, and does not change the employees' terms or conditions of employment. Telecommuting is also not intended to serve as a substitute or replacement for child or adult care, and is not intended to be used in place of paid time off.

The Executive Director or designee may authorize telecommuting arrangements if they find that:

- The arrangement will be mutually beneficial to CREC and CREC staff in that it is likely to improve efficiency, promote safe and healthy work environments, conserve CREC's resources, or is reasonably necessary in response to a declared local, regional or national emergency.
- The full range of an employee's job can be effectively performed at an alternate site without added cost to CREC;
- The employee's absence from the work site will not be detrimental to CREC operations or productivity;
- The employee has demonstrated a sustained level of high performance;
- The employee has demonstrated an ability to work effectively without close supervision.

Telecommuting arrangements shall be reflected in a written agreement entered into between the employee's supervisor and the employee, and/or collective bargaining agent, as appropriate, must be approved by the Executive Director or designee and must include provisions to ensure safety, communication, supervision, care of CREC-issued equipment, and protection of CREC data and records, aligned to all related CREC policies; and a provision that CREC reserves the right to modify or terminate the agreement, as appropriate.

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CAPITAL REGION EDUCATION COUNCIL
Hartford, Connecticut