Largely Remote Work Approval Process

Individualized Remote Work Arrangements

1.

Departmental discussion

- Manager/Employee discuss the request for largely remote work.
- Engage HRG as needed.
- Requests must be sponsored by department's executive leadership.
- If request is for a new hire, hiring manager engages recruiter in the discussion.

2.

Complete and submit the Request for Largely Remote Work form

3.

Request is reviewed by Remote Request Committee

- VP of HR determines committee membership.
- Approvals for largely remote work outside of CT need to follow the out-of-state review process.

4.

Manager and employee notified of decision

Remote Designated Functions

1.

Leadership assessment

- Department's Executive Leadership evaluates operations for functions or roles where remote work may be appropriate, enhance recruitment, retention, and engagement efforts.
- Engage HRG in discussion

2.

Business case is prepared

Include rationale behind assessment.

1. Scope of work relates primarily to off-campus stakeholders.
2. The arrangement facilitates valuable knowledge transfer or succession planning on matters of significance.
3. The covered staff member is engaged in mission critical work or possesses unique knowledge, skills and abilities that are not easily replicated or replaced within a reasonable timeframe.

3.

Meeting with Review Committee to present the case

- VP of HR determines committee membership.
- Once functions are approved, the out-of-state policy guidelines must be adhered to.

4.

Decision is communicated

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