

[Volunteer for COVID-19 Situational Telework](#)

- Employees who are currently approved through the interim telework program and would like to volunteer to telecommute for 50% or more of their scheduled work week should send a request to their supervisor via email.
- Employees who would like to *volunteer* for COVID-19 situational telework for 50% or more of their scheduled workweek should send their request to their supervisor via an email requesting to telework. The email must indicate their name and certify that they meet the technology guidelines based upon the document emailed to all staff entitled “TECHNICAL CRITERIA & REQUIREMENTS FOR USING CLOUD SERVICES & ACCESS TO DOT INTERNAL APPLICATIONS REMOTELY”.
- Due to the uncertainty and difficult situations created by COVID-19, such as mass closures of Connecticut schools, the agency is looking to be as flexible as possible during teleworking hours, including to permit it while children are home from school.
- Employees approved will be required to check in with his or her supervisor throughout the day. Arrangements should be made with the supervisor and manager on check ins and work assignments.
- *NEW:* A declaration page from the employee’s homeowner’s or renter’s insurance does not need to be immediately provided, but should be submitted at a later date.
- *NEW: Employees who are teleworking should use the following timesheet coding:* REGTC, used in conjunction with override reason code TCC19
- Employees should continue to follow protocol for requests for leave time.
- *NEW:* We understand that certain job functions cannot be handled through telework. If your job function cannot be completed through telework, but you are facing childcare issues or other constraints, the agency has received guidance to allow for flexible work schedules (see below) or other contingencies. Please contact your supervisor or HR representative.

[Employee Request to Modify Work Schedule for COVID-19](#)

- Due to the uncertainty and difficult situations created by COVID-19, such as mass closures of Connecticut schools, the agency is looking to be as flexible as possible for requests to modify work schedules.
- **UPDATED:** Employees who would like to volunteer to modify their work schedule should send a request to their supervisor via email. The request should include the day(s) and time(s) in which the employee would like to work. We are looking to extend the hours of operation for the Newington Headquarters, to allow employees to stagger work schedules later in the evening if they prefer. We will provide information as soon as we finalize details

Supervisor and Managers Review Process for Telework, Modify Work Schedule for COVID-19

- **UPDATED:** In order to streamline and make the approval process as efficient as possible, the supervisor should review and make his/her recommendation to their manager. The employee should meet the technology guidelines included in the document emailed to all staff entitled “TECHNICAL CRITERIA & REQUIREMENTS FOR USING CLOUD SERVICES & ACCESS TO DOT INTERNAL APPLICATIONS REMOTELY”. The supervisor should forward their approval/disapproval to their manager via email.
- **NEW:** The Manager may authorize employees to telecommute even if they are not in a job classification listed in Appendix A of the Interim Telework Guidelines, however, under no circumstances can an employee in a hazardous duty job be allowed to telework. The manager should email the employee the final decision with a copy to the supervisor, their human resources representative, and Jim Ritter.
- The Supervisor should establish arrangements with the employee pertaining to periodic check ins and work assignments.
- Employees are still required to continue to follow protocol for requests for leave time.
- **NEW:** Supervisors should send their recommendation for an employee’s modify work schedule to his/her manager. The manager should email the employee the final decision with a copy to the supervisor, their human resources representative, and Jim Ritter.
- Bureau Chiefs will be expected to share information with their human resources representative and Jim Ritter, including the employee(s) name and title, and for employees whose schedules are modified, the current schedule and revised schedule.
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- Requests for leave must be send to your human resources representative.

Employees are impacted by COVID-19 in different way - Updated

1. An employee may be allowed to telework or flex his/her work schedule, if he/she will need to be at home to care for their children or other dependents because school, daycare or eldercare has closed or employees cannot get to work because of transportation disruptions. (Level C)
 - Employees who are impacted with any of these situations may be allowed to telework and/or change their work schedule.
 - If telework is not possible, the employee may apply for a paid leave for the non-worked hours within a 14-day calendar period to their manager. The supervisor will send his/her recommendation to the manager.
 - If the employee teleworks part-time, leave will be provided wages for the balance of hours scheduled to work.
 - If employee’s inability to come to work because of COVID-19-related disruptions continues beyond the 14 calendar days, the employee has the choice of using any of earned accruals , including sick leave, or take unpaid leave

2. Employees shall not come to work with who are actually sick with COVID-19 symptoms, or caring for sick family members with COVID-19 symptoms. (Level A)

- Employees who are impacted with any of these situations may be allowed to telework AND if medically appropriate. People who are too sick to work or caring for seriously ill family members **are not** expected to work. If telework is not possible, the employee may apply for a paid leave for the non-worked hours within a 14-day calendar period to their supervisor.
- If the employee teleworks part-time, leave will be provided wages for the balance of hours scheduled to work.
- If the employee's illness or need to care for sick family members continue beyond the 14 calendar days, the employee may use earned employee may use earned accruals or choose to go unpaid, **provided that sick employees must use their sick leave accruals first**. Once the employee has exhausted sick leave accruals they can use other accruals, take unpaid leave, or apply for additional benefits as provided by state policy or collective bargaining agreement

3. Employees shall not come to work if the employee is returning from a country designated by the CDC as a Level 3 country or employee has been directed by a medical provider or government official to self-monitor at home. (Level B)

- Employees who are impacted with any of these situations may be allowed to telework.
- If telework is not possible, the employee may apply for a paid leave for the non-worked hours within a 14 day calendar period to their supervisor.
- If the employee teleworks part-time, leave will be provided wages for the balance of hours scheduled to work.

4. Employees returning from a Level 2 country or has engaged in inter-state travel within the United States, employees who is domiciled with or had contact with a person who has been directed by a medical provider or government official to self-monitor at home, employees who had contact with someone who had contact with a person who has been directed by a medical provider or government official to self-monitor at home, employees who has concerns about exposure through contact with persons in public settings, including the workplace, or employee is medically fragile (per medical documentation on file at the agency) but has had no apparent exposure. (Level D)

- Come to work as usual.
- Employee may request to use accruals to take time away from work consistent with standard policies
- Consistent with the Governor's directives regarding social distancing, the employee may request to telework or work a flex schedule.

Key Reminders

- This supersedes previous emails concerning telework, modified work schedules and employees are impacted by COVID-19 in different way - *Updated*
- Employees must meet technology guidelines.
- All volunteer COVID-19 situational telework will be approved for a two-week period and then, if needed, will be reevaluated.
- NEW: Non-hazardous duty managers, supervisors, confidential employees and appointed officials are permitted to telework pursuant to Item No. 2719-E
- NEW: Employees will not be approved for VSRP in lieu of taking COVID-19 paid or unpaid leave.
- If an employee cannot provide medical certification, the employee shall provide a written explanation to their agency Human Resources professional describing their symptoms, the directions they have received from medical providers or government officials (if any), and any other supporting documentation they may possess.

Timesheet Coding – New

Authorized Paid Leave Pursuant to 5-248(a): LOPD, used in conjunction with override reason code PDC19. Must have an approved leave on file with supervisor and human resources.

Telework: REGTC, used in conjunction with override reason code TCC19. Must have an approved telework approval on file with supervisor and human resources.

Personal Illness (when not using leave pursuant to 5-248(a)): Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19

Caregiver of a family member who is sick with COVID-19 (when not teleworking or using leave pursuant to 5-248(a)): Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19

School, Daycare or Transportation closure (when not teleworking or when not using leave pursuant to 5-248(a)): Appropriate leave code, used in conjunction with override reason code BCC19