

City of New Haven

Working from Home

Purpose: The purpose of this directive will be to reinforce that no employee may work from home with the exception of members of Executive Management.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: The Chief Administrative Officer is responsible for insuring departmental compliance with this policy.

Policy

1. With the sole exception of members of Executive Management Plan, no employee may work from home.
2. Members of Executive Management must seek authorization from his/her supervisor prior to working from home.

Issuing Authority: _____

Effective Date: _____

Previously Revised: Date _____

A copy of this policy is available for review at the Department of Human Resources. It is also available on the City's computer network at N:\policies\WORKING FROM HOME