

### Remote Work Agreement

**This Remote Work Agreement will be in effect during the period specified within.**

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

Job Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Supervisor: \_\_\_\_\_

FLSA Status:            Exempt            Non-Exempt

This temporary telecommuting agreement will begin and end on the following dates:

Start Date: \_\_\_\_\_                      End Date: \_\_\_\_\_

**Employee Schedule:**

|                  | Regular Schedule | Modified Schedule, as Agreed to by Supervisor and Employee |
|------------------|------------------|--|
| <b>Monday</b>    |                  |  |
| <b>Tuesday</b>   |                  |  |
| <b>Wednesday</b> |                  |  |
| <b>Thursday</b>  |                  |  |
| <b>Friday</b>    |                  |  |
| <b>Saturday</b>  |                  |  |
| <b>Sunday</b>    |                  |  |

Approval for Short-Term (expiring no later than 6/30/2024) Remote Work is granted under the following conditions:

- This approval is granted on a temporary basis. The employee will be given a minimum of seven (7) calendar days' notice of a requirement to return to on-site work. Where possible, fourteen (14) days' notice will be provided. Additional time to return to on-site work will be granted if necessary to meet documented travel restrictions or quarantine requirements.
- Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs.
- This approval is not intended to alter the employee's normal work responsibilities or to appreciably increase the employee's normal work responsibilities and will not modify any policies set forth by CUNY. The employee must continue to comply with all applicable CUNY policies and conduct rules.
- The employee agrees to be available during their working hours, which hours may be modified in agreement with the supervisor (see above), and to be responsive to clients, coworkers and supervisors while working remotely. The employee should be actively attending to work responsibilities throughout the agreed-upon workday and should be reachable by email, Microsoft Teams, or emergency contact telephone number provided by the employee for use during their scheduled working hours. The employee will also have a telephone or cell phone available to make or return phone calls.
- An employee who had not received training in Microsoft Teams or other software or platforms required for remote work prior to the start of remote work shall receive training, and the training shall be conducted during the employee's normal or modified work hours. Appropriate technical support shall be reasonably available to the employee even after training has been completed.
- Supervisors may not require employees to be available for more hours per week than contractually required.
- Existing policies and practices regarding recording all hours worked and meal periods, and regarding obtaining supervisory approval prior to working unscheduled overtime hours or taking time off will remain in effect.
- Employee agrees to maintain a safe and secure work environment and to report work-related injuries to employee's supervisor at the earliest opportunity. Employee agrees to hold CUNY harmless for injury to any other individual at the alternate work site, except if

that individual is a CUNY employee who is present at the alternate work site at CUNY's direction.

- Employee understands that all equipment, if any, records and materials provided by CUNY shall remain the property of CUNY.
- Employee agrees to use reasonable care to protect CUNY-owned equipment, records, and materials from unauthorized or accidental access, use, modification or damage.
- If equipment (including internet service) relied upon as a condition for remote work is not operational on a scheduled workday, the employee will be required to promptly contact the supervisor to discuss alternate remote or assignment arrangements.
- Employee agrees to promptly report to the supervisor any incidents of loss, damage, or unauthorized access.
- While working remotely, CUNY employees shall not maintain Personal Identifiable Information (PII) or Personal Health Information (PHI) without permission from their supervisor and in accordance with CUNY policies, practices and procedures.

By signing this agreement, the employee attests that s/he has read and will observe the terms outlined in the remote work policy, and understands that all terms and conditions of employment remain unchanged except those specifically addressed in this agreement. This agreement may be modified by mutual agreement of CUNY and the employee.

My typing of my name in the signature box constitutes my electronic signature.

**SIGNATURE OF EMPLOYEE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUPERVISOR APPROVAL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_