FLEXIBLE WORK ARRANGEMENTS

Flexible Scheduling

Staff may work modified schedules including flexible hours and condensed work weeks after consultation with and approval by their managers. Flexible hours involve modifying starting and ending time of regular daily hours, while a condensed work week involves working the same number of hours per workweek or per pay period as required but in fewer days, similar to what is implemented during the summer.

Telecommuting

CUNY may permit an employee to work at home or at an alternate CUNY location for all or part of their regular workweek. This type of alternative work arrangement is known as "telecommuting" or "teleworking" and may not be appropriate for all positions or employees. The manager will determine if the individual's primary function can be effectively performed remotely or could be temporarily modified for the duration of the recess. Access to necessary hardware and systems is also a factor in determining if a remote arrangement can be granted, and managers should consult with relevant campus Vice Presidents or for Central Office staff, their respective Vice Chancellor, regarding availability of essential tools.

Expectations

Those granted a telecommuting arrangement will be subject to the same performance standards for their position that were in place prior to telecommuting. Managers should clearly communicate expectations for work assignments, check-ins and any other parameters relevant to supporting a remote arrangement. Common items for discussion include:

- Frequency of connection with manager
- Frequency of checking email
- Other communication expectations (i.e., team members, external contacts)
- Hours of availability
- Areas of focus during remote work

Documenting Agreements

During this period of recess, managers are encouraged to send their campus Human Resources office a list of employees who will be working remotely. If the arrangement is continued based on future guidance provided by CUNY, additional documentation may be required.