

**CCNY** EXECUTIVE MESSAGE  
OFFICIAL CAMPUS UPDATE FROM THE OFFICE OF HUMAN RESOURCES

To: Faculty & Staff  
From: Division of Human Resources  
CC: Vince Boudreau, Tony Liss, Felix Lam  
Date: May 13, 2021  
Re: CUNY Flexible Work Guidelines and Remote Work Agreement

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The University continues to refine its preparations for reopening its campuses in the Fall 2021 semester in accordance with the evolving COVID-19 pandemic.

It is expected that in the Fall 2021 semester, Colleges will have a greater on-site presence as some employees (based on specific department needs) will be required to report to work on campus for a portion or all of the work week. To the extent that employees can and/or may be required to have a flexible work schedule, CUNY has created the [CUNY Flexible Work Guidelines](#) and the [Remote Work Agreement form](#) to provide guidance to College's that are exploring ways they can meet their business continuity needs through flexible work arrangements.

Flexible work arrangement options include flexible scheduling and remote work. These alternative work arrangements may not be appropriate for all positions or employees. Supervisors will determine if an individual's primary functions can be effectively performed remotely or through flex scheduling. In either case, supervisors and employees must ensure that departmental and college operations continue without interruption.

Supervisors are directed to review existing flexible work arrangements with their employees and renew and/or modify them using the Remote Work Agreement form. Upon completion of this process, employees must submit their completed and signed Remote Work Agreement to their supervisors for approval. For record-keeping purposes, supervisors are required to submit copies of approved agreements to HR at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu).

Employees who are granted a flexible work arrangement are subject to the same performance standards for their position that were in place prior to their flexible work arrangement. Supervisors are expected to clearly communicate expectations for work assignments, employee check-ins and any other parameters relevant to supporting the flexible work arrangement.

For more information regarding flexible work arrangements and the remote work agreement, please read [CUNY's Flexible Work Guidelines](#).

## **Reasonable Accommodations Request**

The College and University is aware that as a result of the current COVID-19 pandemic, employees may have concerns about returning to work on-site for reasons such as, but not limited to personal health concerns, age or caregiving challenges. Please be assured that the College and CUNY are committed to working with faculty and staff on accommodation options related to the COVID-19 pandemic.

### Disability Related Accommodation Requests

Employees with medical concerns – e.g., underlying health condition that may put them at heightened risk for severe illness, if they contract COVID-19 – should follow the process for applying for a disability related accommodation outlined in [CUNY's Procedures for Implementing Reasonable Accommodations](#). The process includes completion of the [Reasonable Accommodations Request Forms](#) by the employee and their doctor and then submission of those forms to Human Resources at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu) for review.

### Non-Disability Related Accommodation Requests

Employees who have concerns about returning to work onsite for non-disability related reasons (i.e., age, childcare, the health of others in their household, etc.) may have these concerns reviewed under other benefit options such as, FMLA, annual leave or non-medical leaves of absence. In each case, Human Resources will collaborate with the employee's department to make an appropriate determination regarding the employee's specific request. Such non-disability accommodation should be addressed to Human Resources. These requests should be submitted to Human Resources at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu)

Please do not hesitate to contact Human Resources at 212-650-7226 with any of your questions.

Thank you.