



To: Faculty & Staff

From: Office of Human Resources

CC: Vince Boudreau, Tony Liss, Felix Lam

Date: June 9, 2021

Re: Returning to In-Person Work at CCNY

This memo follows and provides further clarification to [Human Resources' \(HR\) May 13, 2021 communication](#), regarding CUNY's Flexible Work Guidelines and Remote Work Agreement.

As per the [Chancellor's May 13, 2021 letter](#), August 2, 2021 is the date that employees (with the exception of faculty, who are on annual leave in July and August 2021) are expected to return to in-person work, if they have not already done so in some capacity. Specifically, as of August 2nd, full-time remote work options will no longer be permitted, as employees will be expected to have an on-site presence – fully or partial – in accordance with departmental business needs.

In preparation for the Fall 2021 semester, HR urges managers/departments, whose employees have not been on campus since March 2020, to begin the process of assessing their operational needs in advance of the August 2nd date. This assessment is vital to help ensure that the College's overall operations are prepared to provide effective and safe in-person services to our students and campus community by Fall 2021.

Managers/department heads are also reminded that as their department's business needs dictate, they have the discretion to require employees to report to work on-site at any time prior to August 2nd – in accordance with the College's and CUNY's current safety and social distancing protocols.

For your convenience, please find the [Provost's and COO's communication](#) to the campus regarding the campus access procedure.

REMOTE WORK AGREEMENT FORMS

Managers/department heads who will be approving remote work as part of an employee's flexible work plan are asked to submit the [Remote Work Agreement Forms](#) by or before July 8, 2021, to humanresources@ccny.cuny.edu with subject line Remote Work Agreement.

Should you have any questions regarding CUNY's Flexible Work Guidelines and/or the Remote Work Agreement please email us at humanresources@ccny.cuny.edu.