To: Faculty & Staff

From: Office of Human Resources

CC: Vince Boudreau, Tony Liss, Felix Lam

Date: January 18, 2022

Re: Changes to In-Person Employee Density Level

This memo is a follow-up to the Human Resources (HR) memo dated June 9, 2021, which informed employees that effective August 2021, they were expected to return to in-person work.

At this time, CUNY has provided us with an updated mandate as it relates to in-person work scheduled to take place February 28, 2022. Specifically, CUNY announced a target of 70% in-person learning. As a consequence, in order to provide essential in-person services to our students and the college community, the in-person employee density level will be increased from 50% to at least 70% beginning on February 28, 2022.

This means that employees will be expected to report to work on campus 70% of their work time. For example, employees can be required to work in-person 7 out of the 10 days in a two-week work cycle or in-person 4 days and 1 day remote in one week and in the following week 3 days in-person and 2 days remote.

HR urges managers/department heads to plan for the increase in-person services in accordance with the guidelines specified in the College’s reopening plan. Managers/department heads are also reminded that, as their department’s business needs dictate, they have the discretion to require their employees to report to work in person at a higher rate than the minimum of 70% set by the University.

Please note that since the employee’s in-person density level is increasing, this will result in the reduction and (ultimately the elimination) of the general reasonable accommodations for reasons other than a health condition as stated in the CUNY’s Reasonable Accommodations and Academic Adjustments policy.

For your convenience, please find the COO’s communication to the campus regarding the campus access procedure.

REMOTE WORK AGREEMENT FORMS

Managers/department heads who will be approving remote work agreement as part of an employee’s flexible work plan are asked to submit the updated agreements to HR at humanresources@ccny.cuny.edu. Please write in the subject line, Remote Work Agreement.

Should you have any questions, please email us at humanresources@ccny.cuny.edu. Thank you.