



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.