**Overview and Employee Responsibilities**

Below is a list of the responsibilities for an employee considering and approved for telecommuting. It is important to be clear that telecommuting under this program is very different than the emergency COVID-related telecommuting that was in place from March 2020 to August 2021. Applications for telecommuting will not be liberally approved as they were during the initial COVID pandemic when most college services were performed remotely.

The telecommuting program is to support those employees whose work does not require in-person student or constituent service delivery and interaction, including classroom presence. Employees whose work is typically performed away from the end customer (i.e., student, coworker, constituent) are more likely suited for this program.

No employee may telecommute for their full obligation. Maximum allowable days per pay period (2-week 10-day period) is five (5) days, up to 50% of an obligation. Sample telecommuting schedule options include working remotely 1 or more days a week, no more than 5 days per pay period; a combination of half days, morning, or afternoon; one week remote and one on campus per pay period. Telecommuting applications are for a specific set schedule of remote and in-person work each pay period. Telecommuting does not cover situations that are on an ‘as needed basis.’

**Employee Considerations**

Telecommuting arrangements allow work to be performed in settings other than the traditional on campus worksite. All policies, work rules, performance expectations, professional obligations, and codes of conduct apply as they normally would in the on-campus worksite. Specific employee responsibilities include:

1. Employees are actively working towards and are fully focused on business goals and professional obligations during normally scheduled work hours. Employees are easily accessible throughout the workday, answers phone, and responds to emails and other inquiries in a prompt and timely manner. Other than occasional occurrences, is the employee’s remote work environment free from distractions, allowing the employee to fully focus on business goals and work activities while working remotely?
2. Employees meet or exceed all performance goals and expectations as outlined in performance program and/or in alignment with special projects and other duties as assigned. Will anything interfere with the employee meeting performance goals and expectations during normal business hours that would otherwise be worked if reporting to campus?
3. Employees ensure effective and productive communication with their immediate supervisor or manager, team members, and all other constituents or campus partners. Employee behavior is professional, courteous, service oriented and aligned with codes of conduct, campus values, etc. How and what methods of communication will be used to ensure a similar level of responsiveness as if on campus?
4. Employees return to campus for on-campus meetings, team building activities, trainings, etc. as required. Will you be able to report to campus with short notice should an operational need arise, typically not the same business day but could be on an emergency basis?
5. Employees submit requests for time off (vacation, holiday, etc.) in accordance with established policies and/or agreements and charge appropriate leave accruals. Flexibility afforded working remotely may not be used in exchange for charging leave accruals. If there is a period throughout the workday that the employee is not available and conducting work, accruals must be charged.
6. Employees notify immediate supervisor or manager of unanticipated full day or partial day absences or lateness in accordance with established policies and/or agreements and charge appropriate leave accruals.
7. Telecommuting is not considered a substitute for child or elder care nor should a campus mandate or monitor such arrangements. Employees are expected to make such arrangements for child or elder care so as not to adversely impact telecommuting workflow and productivity. Other than occasional occurrences, will anything prevent full focus on business goals and work activities during the period of telecommuting? Would a partial or full leave of absence be more appropriate?
8. Employees who have childcare or family care obligations and any other obligations that would prevent them from focusing their full time and attention on work, must follow all leave and/or time off policies.
9. While NYS workers’ compensation through the State Insurance Fund covers the employee working from a flexible location, it is the employee’s responsibility to also ensure that this type of arrangement is permissible under their homeowners or renters insurance policy. Employees must practice safe work habits and do all they can to minimize the risk of work-related injuries.
10. Employees understand and acknowledge that telecommuting arrangements are not an entitlement and may be modified, cancelled, or suspended at any time by management, in consultation with HR. Telecommuting arrangements may be terminated at any time by the employee following appropriate notice to their immediate supervisor or manager and HR.
11. Employees understand and acknowledge that telecommuting arrangements do not change the employee’s terms and conditions of employment including an employee’s classification, base compensation, or benefits.
12. Employees understand and acknowledge that the SUNY campus is not responsible for equipping their telecommuting location and the specific policies of individuals campuses related to loaning, borrowing, transporting, and/or supporting supplies and equipment will apply.
    1. Do you currently possess the supplies and equipment needs to effectively work remotely? If not, what is needed and how will it be obtained?
    2. Other than a laptop or similar transportable computing device, technology, hardware, and furniture is not to leave campus.
    3. How does the work performed relate to the [Data Risk Classification Policy](https://adminpolicylibrary.buffalostate.edu/sites/adminpolicylibrary.buffalostate.edu/files/uploads/Documents/Data%20Risk%20Classification%20Policy%20-%20FINAL%202-3-20.pdf)? It is a violation of campus policy to transmit certain data types such as FERPA and PHI data, from non-college owned devices.
    4. The college will not install additional applications or purchase additional licenses to install applications onto a personal device. Does the employee have the ability to remote into their desktop unit to perform their work remotely?