

Office of Human Resources
 365 Fifth Avenue
 New York, NY 10016-4309
 212.817.7700
hr@gc.cuny.edu
www.gc.cuny.edu/humanresources



The Graduate Center Employee Telecommuting Plan	
Employee's Name	Employee's Contractual Title
Employee's Department	Employee's Location
Employee's home phone/cell phone	Employee's GC email
Employee's home address	Employee's personal email
	FLSA Status Exempt Non-Exempt
Employee Classification Classified Classified Managerial HEO Excluded HEO ECP	
Supervisor's Name	Supervisor Email's Email

1. What are your current job functions?

2. Which of your job functions can you do at home?

3. Which of your job functions are you unable to perform from home?

4. List the equipment or access to necessary tools/systems from home you need in order to perform your job functions from home (e.g., ability to access shared drives, software, email, and phone access)

5. List equipment, electronic access, or resources you need to telecommute that you do not already have?

Proposed telecommuting schedule:

	Mon	Tues	Wed	Thurs	Fri
Work Hours:					
Lunch Break:					

CUNY will provide the following equipment and access:

Laptop	Cell Phone	Wi-Fi
Tablet	VPN	Other

The Employee will provide the following equipment and access:

Laptop	Internet	Other
--------	----------	-------

The following conditions apply to employees who telecommute:

- Telecommuting is permitted on a temporary basis due to the emergency conditions related to the COVID-19 epidemic. The employee will return to the office when notified to do so.
- Unless notified to the contrary, employees will have the same work schedule as they had prior to commencing telecommuting.
- Telecommuting does not alter the employee's normal work responsibilities or obligations as a Graduate Center (GC) employee and the employee has the same duties and responsibilities as they otherwise would under a standard working arrangement. Failure to adhere to existing CUNY and GC policies may result in disciplinary charges in accordance with applicable collective bargaining agreements.
- The employee is expected to be available during their working hours and responsive to clients, coworkers and supervisors while working remotely. The employee should be actively attending to matters and files throughout the business day and should be reachable by email and telephone.
- Non-exempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. All time and leave rules remain in effect and timesheets must be submitted according to the regular schedule unless specified otherwise.
- Non-exempt employees will obtain supervisory approval prior to working unscheduled overtime hours.
- All employees must obtain supervisory approval prior to taking any annual leave days and must inform their supervisor if they are not working due to a temporary disability.

- Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - The employee is responsible for providing space, networking and internet capabilities at the remote work location, and will not be reimbursed by the GC for these or related expenses. Internet access must be by DSL, Cable Modem, or an equivalent bandwidth network. All equipment, records and materials provided by the GC shall remain the property of the GC.
 - Employees are expected to protect GC-owned equipment, records, and materials from unauthorized or accidental access, use, modification or damage.
 - If equipment (including internet service) relied upon as a condition for remote work is not operational on a scheduled workday, the employee should promptly contact the supervisor to discuss alternate remote or assignment arrangements.
 - The employee should promptly report to the supervisor any incidents of loss, damage, or unauthorized access.
 - While working remotely, GC employees shall protect Personal Identifiable Information (PII) or Personal Health Information (PHI) in accordance with their existing department policies, practices and procedures
- The employee's typing of their name in the signature box constitutes their electronic signature.

Employee's signature: _____

Date ____ / ____ / ____

TO BE COMPLETED BY SUPERVISOR

Please explain how you plan to monitor the employee's work performance and productivity under the proposed Telecommuting Plan.

Approve Do not approve this Telecommuting Plan in whole:

Reason for not approving plan in whole:

Approve Do not approve this Telecommuting Plan in part:

Please explain the modifications that should be incorporated to the Telecommuting Plan.

The supervisor's typing of their name in the signature box constitutes their electronic signature.

Supervisor's signature: _____ Date ____ / ____ / ____

- When the employee's Telecommuting Plan is approved by the supervisor in whole or in part, the supervisor must inform the employee of their decision and return the approved Telecommuting Plan to the employee.
- The employee must forward a copy of the approved Telecommuting Plan and The Graduate Center Offsite Workplace Self-Certification Checklist to hr@gc.cuny.edu.
- If the supervisor does not approve the Telecommuting Plan in whole or in part, and the employee disagrees with the modifications proposed by the supervisor, the employee may appeal the supervisor's decision by emailing the Office of Human Resources at hr@gc.cuny.edu.