



EMPLOYEE'S ACKNOWLEDGEMENT:
WORKING REMOTELY DURING COVID-19 PANDEMIC

Name: _____ EMP ID _____

Job title: _____

Campus: _____

Program/Project Name: _____

Principal Investigator/Project Director: _____

The COVID-19 pandemic requires all Research Foundation employees to temporarily work from home or another remote location as a means of social distancing. This is an extraordinary situation requiring flexibility and adaptiveness by the Research Foundation and its employees alike.

This document describes the Research Foundation's expectations for its employees during this temporary remote work arrangement. It also allows the Research Foundation to understand the work arrangements made by each employee to assure that the employee's job requirements are being met appropriately.

General Work Arrangements

This temporary remote work arrangement begins on _____. You understand that this document permits you to work remotely as a temporary measure only and will be reviewed continually during the period in which RFCUNY encourages social distancing as a measure intended to minimize the spread of COVID-19. Accordingly, RFCUNY may alter this schedule or end Temporary Remote Work at any time at its discretion.

This arrangement will remain in effect unless altered or terminated at any time as described above.

The following conditions apply:

- a. Employee's remote work schedule is: _____
(Specify days and hours. If it varies, please include those details).
b. Employee's regular remote work site location is _____
c. Employee's regular remote work phone number is _____

While working remotely, employee will:

- a. remain accessible during the remote work schedule
b. check-in with the supervisor to discuss status and open issues;
c. be available for video/teleconferences, scheduled on an as-needed basis;
d. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
e. take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and
f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

Employee's duties, obligations, responsibilities, and conditions of employment with RFCUNY remain unchanged except those obligations and responsibilities specifically addressed in this document. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular work site. The supervisor reserves the right to assign work as necessary at any work site.

Equipment & Information Security

Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the remote work location. Where a sponsor allows reimbursement of costs not normally chargeable to awards, such as for supplies or equipment needed to operate remotely, the employee may be reimbursed from sponsor funds. In the absence of sponsor funding for such costs, RFCUNY cannot reimburse employees for these or related expenses.

Employee agrees to protect equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this document apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

Employees will carefully follow RFCUNY's Practice and Procedure regarding Confidential Information, which is found at <https://www.rfcuny.org/RfWebsite/learning-resources/review-policies-procedures/confidential-information/>.

Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Employee understands that all equipment, records, and materials provided by RFCUNY shall remain the property of RFCUNY and that the employee will return all RFCUNY-owned property after remote work has ended.

ACKNOWLEDGEMENT

I acknowledge that I have read this document and the policies and procedures to which it refers, and that the information I have provided is accurate.

SIGNATURE OF EMPLOYEE: _____ **DATE:** _____
(You may type your name here if you agree that your doing so constitutes your signature.)

SIGNATURE OF SUPERVISOR: _____ **DATE:** _____
(You may type your name here if you agree that your doing so constitutes your signature.)

Supervisor's Email Address: _____

Supervisor's Cell Phone: _____

This signed document should be sent by the employee to Nida.Balal@rfcuny.org for placement in the Employee's personnel file. The employee and the supervisor should each keep a copy of this document for future reference.

LOCAL CAMPUS PROCEDURES

In addition to the above, RFCUNY employees must also follow the direction of their local campuses if the campus requires additional steps to be taken for working remotely.