

RFCUNY Flexible and Remote Work Guidelines FAQs

1. Who is considered an RFCUNY field employee?

RFCUNY Field Employees work on sponsored projects on a campus at the direction of a Principal Investigator/Project Director and are paid by the Research Foundation of CUNY.

2. Does every employee need to complete the Remote Work Agreement Form?

This type of alternate work arrangement may not be appropriate for all positions or employees. The manager determines if the individual's position and responsibilities lend themselves to remote work. Where the manager determines that an employee can work remotely, an RFCUNY Remote Work Agreement Form must be completed.

3. Do I need to complete the Remote Work Agreement for every employee on my project?

This type of alternate work arrangement may not be appropriate for all positions or employees. The manager determines if the individual's position and responsibilities lend themselves to remote work.

4. If we anticipate ongoing remote work, what dates ("begins on" and "ends on") do we use on the RFCUNY Remote Work Agreement form?

The start and end dates are determined by the PI/Project Director (manager). Considering that the Chancellor's announcement designates August 2, 2021 as the date for CUNY staff to return to their workplaces in preparation for a more in-person fall, if a PI/Project Director (manager) decides to have their staff continue working remotely, the start date could be before August 2nd – particularly, for projects with a reappointment date of 7/1/21.

5. Do I need to complete a Remote Work Agreement if an employee is working some days from home and some days at the work site?

Yes. A Remote Work Agreement form should be completed if an employee is working some days from home.

6. Does a manager/supervisor need to approve the Remote Work Agreement or a modified work schedule?

Yes.

7. Do I need to complete a Remote Work Agreement if an employee is working a modified work schedule (i.e., flexible hours, condensed work week)?

No.

8. Does each staff member really have to complete a Remote Work Agreement every six months, or can we put an end date that coincides with the official budget cycle end date?

Any short-term remote assignment must end by the earliest of (a) six months from the date the assignment is approved; (b) the Employee's appointment end date; or (c) August 31, 2022.

9. What does FLSA status mean on the Remote Work Agreement form? And how do I know what the employee's FLSA status is?

FLSA status means whether the employee's position is exempt or non-exempt under the Fair Labor Standards Act. You can find an employee's FLSA status on the employee's EPAF next to the field "FLSA Class".

10. Does the remote work arrangement begin on August 2, 2021, and when does it end?

The start and end dates are determined by the PI/Project Director (manager). Considering that the Chancellor's announcement designates August 2, 2021 as the date for CUNY staff to return to their workplaces in preparation for a more in-person fall, if a PI/Project Director (manager) decides to have their staff continue working remotely, the start date could be before August 2nd – particularly for projects with a reappointment date of 7/1/21.

11. How do I indicate employee's remote work schedule on the Remote Work Agreement form?

You indicate the employee's remote work schedule by noting the days and hours that the employee will be working remotely and in-person. For example: Monday and Tuesday, 9am – 5pm remote; Wednesday, Thursday and Friday, 9 am – 5 pm in-person.

12. Since the employee is working remotely, how do I indicate the employee's regular work site location?

If an employee is working remotely, the regular work site location should be indicated as "home".

13. If the employee is working out of state, do I indicate the state?

Yes.

14. For employee work location, does the employee need to include his home address?

No.

15. Do I need to complete a new Remote Work Agreement if I have already completed one?

Yes.

16. Does a PI/Project Director (manager) need to complete a new Remote Work Agreement when he extends an appointment for remote work?

Yes.

17. How do I indicate an employee's work schedule on the Remote Work Agreement where the employee's work schedule may change frequently?

Indicate the regular schedule that you expect the employee to work. You may also include a comment that says that schedule may change frequently.

Last revised June 10, 2021