

## REMOTE WORK AGREEMENT (Revised January 4, 2023)

**THIS AGREEMENT IS GENERALLY APPLICABLE TO RFCUNY FIELD EMPLOYEES. HOWEVER, SOME CAMPUSES MAY HAVE REQUIREMENTS OR CONDITIONS THAT DIFFER FROM THOSE SET FORTH IN THIS AGREEMENT. IN SUCH CASES, RFCUNY EMPLOYEES MUST ADHERE TO CAMPUS REQUIREMENTS AND CONDITIONS.**

Name: \_\_\_\_\_ EMP ID \_\_\_\_\_

Job title: \_\_\_\_\_

Campus/Work Location: \_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Principal Investigator/Project Director: \_\_\_\_\_

FLSA Status:      Exempt      Non-Exempt

This document describes the Research Foundation's expectations for its employees while working remotely. 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 remote work arrangement begins on \_\_\_\_\_ and ends on \_\_\_\_\_.

Employee's remote work schedule is (Specify days and hours. If those vary, please include details):

Employee's regular remote work site location is:

Employee's regular email address is:

Employee's regular remote work phone number is:

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. Approval for short-term remote work assignments may be granted under the following conditions:

- The Principal Investigator or RFCUNY may alter this schedule or end Remote Work at any time in his, her or its discretion.
- Remote work arrangements are not a right or entitlement and, as such, are discretionary and subject to operational needs.
- Employee's duties, obligations, responsibilities, and conditions of employment with RFCUNY remain unchanged except for 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. While working remotely, employee will remain accessible during the remote work schedule, which may be modified in agreement with the supervisor; be responsive to clients, coworkers and supervisors; check in with the supervisor to discuss status and open issues; be reachable by email,

video- or teleconference, or emergency contact telephone number provided by the employee for use during the remote work schedule.

- While working remotely, employee will request supervisor approval in advance of working any overtime hours (if employee is nonexempt); take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.
- Employee agrees to maintain a safe and secure work environment and to report work-related injuries to employee's supervisor at the earliest opportunity. Employee agrees to hold RFCUNY harmless for injury to any individual at the alternate work site, except if that individual is an RFCUNY Employee who is present at the alternate work site at the Principal Investigator's direction.

### **Equipment & Information Security**

- Employee is responsible for providing space, telephone, printing, networking and 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 medium 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.
- Employee will follow [RFCUNY's Practice and Procedure regarding Confidential Information](#).
- If equipment (including internet service) relied upon as a condition for remote work is not operational on a scheduled workday, the employee will be required to promptly contact the Employee's supervisor to discuss alternate remote or assignment arrangements.
- Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- While working remotely, Employee shall not maintain Personal Identifiable Information (PII) or Personal Health Information (PHI) without permission from their supervisor and in accordance with RFCUNY policies, practices and procedures.
- 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 and understand 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:** \_\_\_\_\_

## 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.**

*This signed document should be sent by the employee to [Nida.Balal@rfcuny.org](mailto: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.*

Revised 1-4-2023