

## Telecommuting and Teleworking Policy

<b>Effective Date:</b>	August 27, 2024
<b>Supersedes:</b>	N/A
<b>Policy Review Date:</b>	To be reviewed 5 years from effective date
<b>Issuing Authority:</b>	Research Foundation President
<b>Policy Owner:</b>	Vice President for Human Resources
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### Reason for Policy

The Research Foundation (RF) neither prohibits nor encourages telecommuting or teleworking by its employees. Given the extremely diverse and changing nature of work done by RF employees, the decision to allow an employee to telework must be made on a case-by-case basis after consideration of the relevant factors.

### Administrative Considerations

Among the administrative considerations that need to be addressed are:

- work schedules and overtime for nonexempt employees
- work site safety and zoning compliance
- ownership of equipment
- computer system access and security
- need for workspace at the office
- nonresident tax issues

### Relevant Factors

Operating locations should consider the following questions when making the decision to allow an employee to telework:

- Is there campus policy on teleworking that applies to comparable SUNY positions?
- Is the work suitable for performance by a teleworker?
- Can more than one employee in the work group telework at the same time?
- Does the employee in question have appropriate skills and work habits for successful teleworking?
- Have the employee and the supervisor agreed (in a written plan) on their responsibilities for assuring performance goals will be met? Will the campus human resources office be involved in providing guidelines and ongoing training and coaching to both supervisor and employee?
- Have administrative considerations been addressed?
- Is the decision (either to allow teleworking or not) fair and consistent with established precedent?

## Responsibilities

The following table outlines the responsibilities for compliance with this Policy:

Responsible Party	Responsibility
RF Operating Locations	Must be involved in the decision making. The RF recommends that any decision to allow teleworking be made initially on a pilot or trial basis (e.g., 6-9 months) in order to test the policies and procedures that operating locations have developed to implement their telecommuting proposal.
RF Central Office	Assist operating locations in evaluating proposed teleworking arrangements.

## Definitions

None

## Related Information

None

## Forms

[Telecommuting Agreement](#)

## Change History

Date	Summary of Change
August 27, 2024	Updated document to be consistent with policy template and removed irrelevant resources listed under related information; added link to the Telecommuting Agreement.
March 20, 2002	New Document.

## Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).