

The following conditions apply to employees working remotely:

- Remote work is 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 remote work.
- Remote work does not alter the employee's normal work responsibilities or obligations as a CUNY 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 department 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, Microsoft Teams, ~~be~~