

State University of New York At Geneseo Alternative Work Location Agreement

Description:

An alternate work location assignment is defined as a formal, working arrangement of a specified limited duration that designates a specific number of days per workweek or payroll period that employees will perform work from their homes or other alternate site. The Vice President in each division will grant alternate work location assignments on a case-by-case basis and consistent with operational needs.

Criteria:

An alternate work location assignment may be granted under unique circumstances according to the following criteria:

- Employee is a member of the professional staff.
- The nature of the work to be performed is easily accomplished through remote devices such as computers, telephones, modems, and/or fax machines.
- The outcomes of assigned tasks can be quantified and easily measured.
- A specialized level of skills and knowledge is necessary to perform the tasks and duties of the job.
- The employee requesting the arrangement has favorable performance and attendance record.
- The employee and employee's supervisor agree that the nature of the work and the ability to perform it is suitable to an alternate work assignment location.
- The work defined in the agreement is consistent with the employee's performance program.

Conditions:

1. This is not a formal employee benefit, but a discretionary alternate method of meeting the operational needs of the College. It will be the responsibility of the employee and his/her supervisor to set specific, measurable work goals with distinct deliverable products.
2. This is a voluntary arrangement that can be terminated by either party at any time.
3. The alternate work assignment agreement should not continue for more than 3 months in duration.
4. Employee must be available either by telephone or email to communicate with his/her supervisor during regular business of the College.
5. It is understood that alternate work location assignments are not substitute for child care or adult care purposes. Adequate arrangements should be made to assure uninterrupted work time. In addition, alternate work assignment locations should not be used as an offset for maternity leave.
6. All current overtime provisions remain applicable for employees who are considered non-exempt under the Fair Labor Standards Act. Any overtime must be approved through the appropriate channels according to the College's overtime policy.
7. Request to use Sick Leave, Vacation, or Personal Leave or any other kind of accrued leave while working at an alternate work location must be requested and approved by the employee's supervisor in the same manner as when working in the office.
8. If the employee becomes ill during scheduled hours, he/she must report those hours worked, report the time of the illness, and use Sick Leave for hours not worked.

9. Employee will be held to the same performance standards as written in his/her performance program and to those applied to other employees performing similar functions.
10. Employee's salary, retirement, retirement benefits, other contractual and legal benefits and insurance coverage will reflect current pay status throughout the agreement.
11. Work schedules, vacation time, and personal time will conform to the terms agreed to in this document.
12. Employee remains obligated to comply with all College rules, policies, practices and instructions. Violations of such may result in preclusion from alternate work assignment locations and/or disciplinary action as deemed appropriate by management.
13. Under Workers' Compensation Law, employee will be considered as acting within the course and scope of employment only when he/she is engaged in job-related activities at the designated alternate work site location. Workers' Compensation benefits will apply to all injuries arising out of and in the course of employment. Employee will be protected for acts within the scope of employment as it would apply in the office had he/she reported to the regular worksite.
14. Equipment will be based on the reasonable needs of the work to be performed. If the employee uses his/her own work related equipment, he/she is responsible for the repair and maintenance of the equipment, even if using it for work-related activities.
15. SUNY Geneseo is not responsible for any charges for electricity, natural gas, Internet access or other fees that may result from work accomplished at home.
16. Supplies required to complete work should be obtained through employee's office. Out-of-pocket expenses for supplies will not be reimbursed unless granted prior approval.
17. College owned equipment, records and materials will be used for the purposes of College business only, and the employee agrees as evidenced by signing the agreement to protect them against unauthorized or accidental access, use, modification, destruction, theft, loss or disclosure.
18. All equipment, records and materials provided by SUNY Geneseo shall remain the property of the College.
19. Employee insures that the designated workspace for the alternate work site location is safe and designed to provide maximum comfort.
20. Any tax implications for the alternate work site location are the employee's responsibility.
21. This agreement shall not be deemed to create a precedent or past practice for any other alternate work arrangement or schedule.

**State University of New York At Geneseo
Alternate Worksite Location Agreement**

I. Personnel Information:

Employee Name:	Job Title:
Department:	
Brief Description of Duties:	

II. Rationale for the Alternate Work Location Arrangement

Please describe why it is necessary to set up a temporary alternate worksite arrangement. Describe the circumstances, options investigated as an alternative approach, impact on the organization.

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III. Alternate Worksite Location:

Address of Work Location:	Telephone:
Email Address:	

IV. Work Schedule:

I will available to my manager and other key customers during the following times as part of this agreement:

Start Date:
End Date:
Regular days: <input type="radio"/> Mon <input type="radio"/> Tue <input type="radio"/> Wed <input type="radio"/> Thur <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun
Regular work hours: to

V. Performance Goals and Work plan

Project/ Job Functions to be accomplished	Specific, Observable Measures that demonstrate successful completion of each project/function	Contacts/Others Involved in Completion of Project	Deadline Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Attach additional sheets if necessary

VI. Monitoring System

A progress report will be submitted each week to my manager outlining what was accomplished, issues that need to be resolved, and status of success in completing the work plan outlined above.

VII. Sign Off

I have read, understand, and agree to comply with the provisions of this agreement. I further agree with the duties, responsibilities, and conditions for the alternate worksite as set forth in this document, including that I am expected to accomplish the job tasks in a timely fashion in accordance with this agreement. I understand that this agreement can be modified and/or terminated at any time by either party. This agreement shall not be deemed to create a precedent or past practice for any other alternate work arrangement or schedule.

Employee's Signature:
Date:

Supervising Manager:
Date:

Assistant Vice President for Human Resources
Date:

Recommendation on alternate worksite agreement is: Approved Disapproved

Reasons for Disapproval (if appropriate):

Vice President:
Date:

This agreement is: Approved Disapproved

Reasons for Disapproval (if appropriate):

cc: Human Resources