



The Research
Foundation for
The State University of New York

RF-Employees: University at Albany CAMPUS ADVISORY

To All UAlbany Research Foundation Employees,

The University at Albany as a vibrant residential campus must be supported by a strong in-person presence to provide the highest level of service to the campus community. In some circumstances however, it may be feasible and more effective for certain job functions to be performed off campus, as determined by management and based on operational need.

Telecommuting is not an employee entitlement. Each application will be evaluated individually while also considered in the context of the unit's overall operational needs.

Eligibility Guidelines

Employees ARE eligible if:

- They can demonstrate a benefit to operations.
- A portion of their duties can be performed as well remotely as in person.
- They have a strong performance record.

Employees ARE NOT eligible if:

- Duties require a daily physical presence on campus (i.e., in-person student support, visitor interaction, laboratory presence, safety, handling physical documents, etc.).
- Employee is expected to engage in significant collaboration with in-person colleagues and/or students which may include in-person meetings, both formal and informal, based upon supervisory discretion.
- If granting the arrangement would impact the ability to provide daily office coverage or services in-person during standard business hours of the unit.
- Telecommunicating will unduly burden other employees – workload and duties cannot be shifted to other employees to make a telecommuting arrangement “fit”.

Process

- An employee can begin [submitting an RF application and work plan](#) to their direct supervisor. The form should be submitted and signed electronically. The document is a fillable PDF.
- Supervisors will review, make an initial determination, and work with employee on any suggested modifications.
- Supervisor will submit to their unit head.
- Unit head will review and submit to their respective VP (or designee).
- VP (or designee) will complete review.

- Employee receives written decision – all denials will include an explanation.
- Completed application and workplan must be sent to Human Resources at rfhr@albany.edu.
- Approved employee begins telecommuting.
- Program ends December 31, 2021, unless extended or modified/cancelled at any time based on performance or operational needs.

Supervisors, unit heads and senior leadership must follow the considerations and factors established in the [RF Telecommuting Policy](#). All telecommuting applications and work plans must be submitted to RF Human Resources upon final determination (approved or denied). We strongly encourage supervisors to attend the SUNY Zoom trainings offered in VP Foreman's previous e-mail, which will provide a general framework for review of RF telecommuting applications.

Please contact RFHR at 437-4500 or rfhr@albany.edu with any questions.

Sincerely,

Tracey A. Williams
Director, RF Human Resources

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