



To All UAlbany Research Foundation Employees,

As you know, Governor Cuomo has extended his directive that all non-essential employees continue to work from their alternate work location and remain at home through April 15. [RF-SUNY's COVID-19](#) guidance directs RF employees to follow campus directives regarding site closures and reporting to work. If you have any questions regarding your employee status or circumstances, and have not done so already, please reach out to RFHR by email: rfhr@albany.edu or by phone: (518) 437-4500.

As was previously communicated, in support of remote work arrangements from home, RF-SUNY has developed a [Telecommuting Agreement](#) for RF employees and supervisors to complete. Please work with your supervisor to finalize and submit the Telecommuting Agreement **as soon as possible**. All Telecommuting agreements should be emailed to rfhr@albany.edu. Please also review the [Tips for working remotely](#) and [Guide for Managers with Offsite Employees](#) resources.

Should you have any questions or need any further guidance, please don't hesitate to let us know. RFHR staff closely monitor the rfhr@albany.edu mailbox, and respond timely, as well as answering inquiries via the RFHR mainline at (518) 437-4500. Until further notice, all paperwork must be submitted to the rfhr@albany.edu mailbox. For additional RF Human Resources issues, [FAQs](#) are posted on the RF website and will be updated as needed.

Thank you for all your continued efforts during this challenging period.

Please stay safe and healthy.

Sincerely,

Tracey A. Williams, SHRM-SCP, SPHR
Director, RF Human Resources