



## Alternative Work Location Request Process

### Description:

An alternate work location assignment is defined as a working arrangement of a specified limited duration that designates a specific number of days per workweek or payroll period that professional employees will perform work from their homes or other alternate site which must be identified. The Dean, Associate Provost or Assistant Vice President, will review requests for 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, broadband access and/or fax machines with no additional expenses to the College related to the remote access or alternate work location.
- The outcomes of assignments can be quantified, monitored, and easily measured.
- A specialized level of skills and knowledge is necessary to perform the tasks and duties of the job.
- The Dean, Associate Vice Provost or Assistant Vice President confirms that the nature of the work and the ability to perform such work is suitable to an alternate work assignment location.
- The assignments to be completed in the alternate work location are consistent with the employee's performance program.
- The assignments and alternate work location clearly meets the operational needs of the College. It is the responsibility of the supervisor to set specific, measurable work goals with distinct deliverable products.
- This arrangement that can be terminated in advance of the original requested duration at the request of the employee as determined by the supervisor.
- The alternate work assignment agreement should not continue for more than 3 months in duration, at which time it may be reconsidered based upon an evaluation of results and subsequent approval of an extension.
- The employee must be available either by telephone or email to communicate with his/her supervisor during regular business hours of the College (or other comparable hours agreed to by both the supervisor and the employee).
- Requests to use 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.

- If the employee becomes ill during scheduled hours, he/she must report those hours worked, report the time of the illness, and request sick leave for hours not worked.
- Employee remains obligated to comply with all College rules, policies, practices and instructions. Violations of such will result in cessation of alternate work assignment locations and will involve corrective action as deemed appropriate by management.
- 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 that are determined to have arisen out of and in the course of employment.
- All equipment, records and materials provided by SUNY ESC shall remain the property of the College.
- Unless agreed upon by the Dean, Associate Vice Provost, or Assistant Vice President, the College is under no obligation to provide the employee with equipment to facilitate working from an alternative work location, nor shall the employee seek reimbursement for acquisition or use of such equipment.
- The College is not obligated to provide dedicated office space while the employee is working from an alternative work location.
- All travel cost to attend meetings at a College location are considered commuting expenses of the employee and will not be reimbursed.

**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, and impact on operations.*

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**III. Alternate Worksite Location:**

Address of Work Location:	Telephone:
Email Address:	

**IV. Work Schedule:**

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

Recommendation on alternate worksite agreement is:  Approved  Disapproved

<b>Dean/Associate Provost/Assistant Vice President</b>
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Date:
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<b>Vice President for Administration</b>
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Date:
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<b>Assistant Vice President for Human Resources</b>
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Date:
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