

New York University

Center for Data Science

Telecommuting Work Arrangement

Policy and Procedure

Last revised: 12.05.2018

Introduction

A Telecommuting Work Arrangement (TWA) is a privilege not a right, granted to high-performing code 100 administrative and professional employees whose job duties and responsibilities are appropriate to such an arrangement. Telecommuting may be approved for full-time and part-time administrative and professional employees.

I. Eligibility

Code 100 Administrators and Professionals holding positions at the Band 52-S and above, with a minimum of one year of service at the Center for Data Science (CDS), who have a rating of at least three (3) on annual performance reviews, are eligible for a TWA. In addition, requestors cannot have demonstrated performance, absentee or lateness issues.

TWA is not intended for those employees requesting a reasonable accommodation due to a serious health condition. In that instance, employees must follow the procedures established by the Office of Equal Opportunity.

II. Steps for Requesting a TWA

1. An employee who would like to telecommute should initially discuss the request with their immediate supervisor and obtain their support for the request.
2. When lending support to a TWA request, the supervisor is attesting that the such as request will not negatively affect the department's standard of service to faculty, students and others in the University; and that the employee:
 - i. Holds a position appropriate for TWA, which does not require ongoing:
 - a) supervision or direction by staff or faculty onsite, nor
 - b) daily specific tasks that must be performed on-site.
 - ii. Is a high performer, with a rating of 3 or above on the last performance evaluation and will most likely maintain that level of productivity while on TWA.
 - iii. Will be able to maintain the expected standard of work while on TWA as s/he would in the office.
3. A written request form is submitted by the employee for final approval by a committee composed of: the CDS Director of Administration, CIMS' Human Resources Officer or Chief Business and Operations Officer and CDS Director.
4. Once approved, the TWA can go into effect.

III. Approval Considerations:

1. Requests submitted for consideration are reviewed and approved by the CDS Director of Administration, CIMS' Human Resources Officer or Chief Business and Operations Officer and the CDS Director (the Committee). Since not all job duties and responsibilities are appropriate for telecommuting, the Committee will determine whether an employee will be allowed to participate in telecommuting on a case-by-case basis, and taking into consideration the current needs, and limitations of the department and the employee.
2. The telecommuting arrangement cannot be for more than six (6) months at a time and for no more than one (1) full workday per week (or 20% of the work schedule). Telecommuting should not be viewed as a permanent arrangement and a request to renew must be submitted by the employee by the end of the fifth (5th) month to extend the arrangement.
3. The approved arrangement can be cancelled at any time and for any reason.

IV. Guidelines and Requirements for an Effective TWA

1. Computer Equipment, Telephone and Web Access
 - i. Employees requesting telecommuting arrangements must have the computer equipment, web, and telephone access necessary to maintain a standard workload and accomplish their job duties and responsibilities as if they were at the office.
 - ii. CDS will not be obligated to provide computer equipment, nor to reimburse employees for telephone and web access charges.
2. Reporting Remotely
 - i. Employees will be required to report to their supervisors on a daily basis via email or phone at beginning and end of the day.
 - ii. Agreed upon telecommuting schedules must be posted on the employee's office door and on their email signature line/file and a phone number must be provided where the employee can be reached while telecommuting.
 - iii. Employees must be available to attend on site meetings, training sessions and special events as necessary or as required by the supervisor.
 - iv. On TWA workdays when employees are unable to work due to illness, sick leave must be used and their absence must be reported to their supervisor by email or phone.
 - v. On TWA workdays on which employees would like to use vacation, personal leave or other available leave, employees must provide the appropriate notice and request via MyTime for approval of such time.

- vi. Proper notifications must be posted on an email “away message” when employees are unavailable to work during regularly scheduled TWA workdays.

FAQs for CDS Telecommuting Work Arrangement (TWA)

1. Are those approved to do telecommuting allowed to participate in the CIMS Compressed Work Week (CWW) Program as well?

No, you cannot be both telecommuting and on compressed time during the summer.

2. Is my TWA in effect during the CDS vacation “Blackout periods”?

No, the TWA is suspended during the CDS vacation blackout periods since all staff are required in-office/on-site. For CDS, these blackout periods are: (1) Week before and during Orientation week (in late Aug and early Sept), and (2) for 2-3 days of the PhD Orientation (usually early Feb).