**Telecommuting Application Addendum**

**Campus Guidelines and Requirements**

SUNY and Farmingdale State College policy is designed to support telecommuting where it is reasonable to do so based on the College’s mission, operational and program needs. These guidelines and requirements are the basis for a telecommuting program that is beneficial to the College’s operations, employees, and students. Every application will be considered on an individual basis.

1. Telecommuting approval is contingent upon completion of all campus mandatory trainings.
2. A current performance program is required to be on file with Human Resources.
3. Approval of remote work is at the discretion management to ensure campus offices remain open five days per week.
4. Telecommuting will not be approved if job duties require a physical presence at the College including roles commonly providing services and support to students, faculty, and/or staff.
5. This arrangement can be canceled at any time at the discretion of management.
6. A maximum of two (2) days per work week will be approved.
7. The remote work schedule will not be approved with a Friday/Monday combination.
8. While working remotely, you must be logged into Mitel Connect during regular business hours.
9. While working remotely, you must be logged into Microsoft Teams during regular business hours
10. No official campus records, original documents, or other documents containing personal financial information or any restricted or controlled information under FERPA, HIPPA, or other regulation may be removed from campus for the purposes of telecommuting.
11. If a student/staff member requests an appointment, a virtual or phone meeting must be arranged.
12. If your office is short staffed, you may be required to come to campus to work in person upon reasonable notice and at the discretion of your supervisor.
13. If your presence is required for an on-campus event, you must come to campus for that day.

I have read the above stipulations and agree to abide by these conditions for telecommuting *and the telecommuting policy of the State University of New York.*

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_