

SUNY Potsdam Alternative Work Location Agreement
For UUP Professional Employees

Description:

SUNY Potsdam recognizes that in rare circumstances an alternative work location assignment may be appropriate. In order to address these circumstances, the following alternative work location program is in affect for UUP represented professional employees. UUP represented academic employees are not eligible for this program. An alternative work location assignment is defined as a formal, working arrangement of a specified limited duration that designates a specific number of days per workweek or payroll period that employees will perform work from the alternative site. The Vice President or designee in each division may grant alternative work location assignments on a case-by-case basis and consistent with operational needs. This program does not preclude College policy. The extraordinary weather policy can be found [here](#).

Criteria:

An alternative work location assignment may be granted under unique circumstances according to the following criteria:

- Employee is a member of the UUP professional staff.
- The nature of the work to be performed is easily accomplished through remote devices such as computers, telephones, modems, and/or fax machines. Employees who are in direct contact with students and/or customers may not be eligible for this program.
- The outcomes of assigned tasks can be quantified and easily measured.
- The employee requesting the arrangement has favorable performance and attendance records.
- The employee and employee's supervisor agree that the nature of the work and the ability to perform it is suitable to an alternative work location.
- The work defined in the agreement is consistent with the employee's performance program.

Conditions:

1. This is not a formal employee benefit and therefore the campus can discontinue it at any time.
2. It will be the responsibility of the employee and their supervisor to set specific, measurable work goals with distinct deliverables.
3. This is a voluntary arrangement that can be terminated by the campus or employee at any time.
4. Prior approval through this agreement must be granted before the employee engages in an alternative work location.
5. The alternative work location agreement should not continue for more than a 45 calendar-day duration. Employees may not have an alternate work location agreement for 45 consecutive workdays. For example, in a 45-calendar day time period, the employee may work from an alternative work location each Monday during the 45-calendar day duration.
6. Employee must be available by telephone and email to communicate with their supervisor, campus community, or other key customers during regular business hours of the College.
7. It is understood that alternative work location assignments are not a substitute for childcare or adult care purposes. Adequate arrangements should be made to assure uninterrupted work time. In addition, alternative work location assignments cannot be used as an offset for maternity/parental leave.

8. It is understood that alternative work locations assignments are not a substitute for any form of leave including medical leave. If the employee wants to request a leave of absence they must work with their supervisor and the department of Human Resources.
9. It is understood that employees on an approved voluntary separation agreement are not eligible for this program.
10. All current overtime provisions remain applicable for employees who are considered non-exempt under the Fair Labor Standards Act. Any overtime must be approved through the appropriate channels.
11. Request to use any kind of accrued leave while working at an alternative work location must be requested and approved by the employee's supervisor in the same manner as when working in the office.
12. Employees must follow procedure to account for their time through the online time accounting system. If the employee becomes ill during work hours, they must charge sick accruals for the time not worked.
13. The employee will be held to the same performance standards as written in their performance program.
14. Employee's salary, retirement, retirement benefits, other contractual and legal benefits and insurance coverage will reflect current pay status throughout the agreement.
15. Employees remain obligated to comply with all College rules, policies, procedures and instructions. Violations of such may result in preclusion from alternative work location assignments and/or disciplinary action as deemed appropriate by management and as outlined in the collective bargaining agreement.
16. Under Workers' Compensation Law, the employee will be considered as acting within the course and scope of employment only when they are engaged in job-related activities at the designated alternative work location.
17. Equipment will be based on the reasonable needs of the work to be performed. If the employee uses their personal equipment, they are responsible for the repair and maintenance of the equipment, even if using it for work-related activities.
18. SUNY Potsdam is not responsible for any charges for electricity, natural gas, internet access or other fees that may result from work accomplished at alternative work location.
19. Supplies required to complete work should be obtained through the employee's campus office. Out-of-pocket expenses for supplies will not be reimbursed unless granted prior approval.
20. College owned equipment, records and materials will be used for the purposes of College business only, and the employee agrees as evidenced by signing the agreement to protect them against unauthorized or accidental access, use, modification, destruction, theft, loss or disclosure.
21. All equipment, records and materials provided by SUNY Potsdam shall remain the property of the College.
22. Employee assures that the designated workspace for the alternative work location is safe.
23. Any tax implications for the alternative work location are the employee's responsibility.

24. This agreement shall not be deemed to create a precedent or past practice for any other alternative work arrangement or schedule.

SUNY Potsdam

Alternative Work Location Agreement

I. Personnel Information:

Employee Name:	Job Title:
Department:	
Brief Description of Duties:	

II. Rationale for the Alternative Work Location Arrangement

Please describe why it is necessary to set up a temporary alternative work location arrangement. Describe the circumstances, options investigated as an alternative approach, impact on the organization.

III. Alternative Worksite Location:

Address of Work Location:	Telephone:
Email Address:	

IV. Work Schedule:

I will be available to my supervisor and other key customers during the following times as part of this agreement:

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

V. Monitoring System

A progress report will be submitted each week to my supervisor outlining what was accomplished, issues that need to be resolved, and status of success in completing the work plan outlined.

VI. Work Plan

Tasks to be accomplished	Weekly Measurable Objectives	Others Involved in Completion of Project	Deadline Date
1.			
2.			
3.			
4.			
5.			
6.			

Attach additional sheets if necessary

VII. Approvals

I have read, understand, and agree to comply with the provisions of this agreement. I further agree with the duties, responsibilities, and conditions for the alternative work location agreement as set forth in this document, including that I am expected to accomplish the job tasks in a timely fashion in accordance with this agreement. I understand that this agreement can be modified and/or terminated at any time by the campus or employee. This agreement shall not be deemed to create a precedent or past practice for any other alternative work arrangement or schedule.

Employee's Signature:	Date:
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Supervisor Signature:	Date:
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Director of Human Resources Signature:	Date:
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Recommendation on alternative work location agreement: Approved Disapproved

Reasons for Disapproval (if appropriate):

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Vice President or Designee Signature:	Date:
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This agreement is: Approved Disapproved

Reasons for Disapproval (if appropriate):

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cc: Personnel File
Supervisor
Vice President