

Campus Announcement

December 9, 2021

Spring 2022 Staff Schedule Guidelines

Dear Colleagues,

The City University of New York has recently put forth a policy for staffing schedules for the Spring 2022, which takes effect with the beginning of the semester on Friday, January 28. I am writing to provide further clarification and implementation details for Baruch.

As previously announced, Baruch College will be delivering 70% of our instruction face-to-face starting in the spring semester through a combination of fully in-person and hybrid courses. In support of the increased presence of faculty and students on campus, CUNY has asked all colleges to increase on-campus staffing levels to 70%. Specifically, staff will be asked to work on campus 7 out of 10 days in each two-week period.

Mental fatigue and morale issues have been widely reported across higher education, and Baruch is no exception. We realize that this continues to be an extremely difficult time for Baruch's dedicated staff members, who have shouldered much of the burden of the past 21 months.

As we move into 2022, with details of Covid-19 variants and other pandemic-related issues continuing to unfold, the College leadership is committed to the health and safety of our community, while meeting CUNY's policy guidelines. The College continues to monitor community and campus transmissions of the virus closely and will follow the *College Reopening Plan* to reduce capacity, if such action is deemed necessary by the CUNY Chancellor, which will be informed by the CDC and New York health agencies.

Developing Your Spring 2022 Work Plan

In the next couple of weeks, managers will work with each staff member to develop individual work plans using the [Baruch Manager Guidelines](#). *Note:* Some flexibility in work schedules, including start/end times, will still be permitted, if feasible with operational needs. Of course, not every position lends itself to a remote component. For example, essential staff will maintain their current on-campus work schedules. We also acknowledge that staff and faculty, because of their differing roles and responsibilities, will have differences in their work schedules.

Again, thank you for your continuing dedication to serving our campus community while contributing to our students' academic, personal, and professional success.

Sincerely,

Katharine T. Cobb
Vice President for Administration and Finance

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