

Baruch College Manager Guidelines for Staffing Fall Semester 2022

CUNY's Chancellor has announced the continuation of the remote work policy that took effect January 31 through December 31, 2022. Each employee is required to spend a minimum 70% of their work time, or 7 out of 10 days in each two-week period, in person and on campus. The College will continue to accommodate flexible work schedules pursuant to [CUNY policy](#) in acknowledgement that certain times of the year and certain jobs may require a greater in-person presence to meet operational needs. For example, student-facing offices may experience additional in-person traffic during the first month (August 25 to September 25) of the semester or during peak registration periods (October 31 through November 17). As a reminder, CUNY has stated "remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs." In determining appropriate staffing levels and schedules, managers should follow the below guidelines:

1. Offices must stay open to provide in-person services five days per week.
2. Staffing levels in offices that provide support to students and/or faculty and staff must be at a level adequate to provide services on-site. This means that the 70% target is a minimum and greater presence may be needed based on the demand to provide student services and functional support for academic, research, and other operations.
3. Managers should take care to ensure that staffing schedules take into account the needs for in-person collaboration among members of the team. This is important so that staff do not find themselves in their campus workspaces on a remote meeting platform for significant periods of the day, rather than benefiting from in-person interactions. Similarly, faculty members should have the opportunity to collaborate in-person with staff and other faculty in their departments.
4. Managers may continue to offer flexible start/end time options where feasible.
5. Supervisors should create work schedules, including remote work arrangements, based on operational needs and meet with each employee to review the proposed schedule. At that meeting, employees will be provided with the opportunity to request adjustments to the proposed schedule. In all cases where the schedule includes a remote work arrangement, the [appropriate form](#) must be completed by the employee and approved by their supervisor. All remote work schedules should be completed by **August 31, 2022** and extend through December 31, 2022. Additionally, disputed remote schedules will be reviewed and resolved by the VP of Administration and Finance and the AVP of Legal and Labor.
6. Divisions will be provided with a spreadsheet listing all employees. This spreadsheet should be used to enter employee schedules and then submitted to OHR and OLALR.
7. Essential staff will continue to be required to work their pre-pandemic working schedules.
8. Employees who require an ADA accommodation to permit them to work a remote schedule beyond the days allotted by their supervisor should complete and submit the ADA form to Human Resources at human.resources@baruch.cuny.edu with the subject line "ADA Request." The form can be accessed at <https://hr.baruch.cuny.edu/reasonable-accommodation/> (ADA accommodations will be handled in accordance with CUNY policy).