

comply with them and any revisions issued to them.

- Work Schedule: The employee is expected to work the employee's regularly scheduled work week during the employee's approved work hours (unless otherwise approved by the employee's supervisor), to adhere strictly to required lunch breaks (where applicable), and to accurately report his or her work hours.
- The employee agrees to be fully available and responsive to clients, coworkers and supervisors while working remotely. The employee should be actively attending to matters and files throughout the business day and should be reachable by email, ShoreTel chat, or emergency contact telephone number provided by the employee during normal business hours. The employee will also have a telephone or cell phone available to make or return phone calls.
- Employee is responsible for providing space, networking and Internet capabilities at the remote work location, and will not be reimbursed by RFCUNY for these or related expenses. Internet access must be by DSL, Cable Modem, or an equivalent bandwidth network.
- If equipment (including internet service) relied upon as a condition for remote work is not operational on a scheduled workday, the employee will be required to contact the supervisor. If alternate remote arrangements cannot be made, the employee will request time off unless otherwise agreed by the supervisor.
- Employee agrees to maintain a safe and secure work environment and to report work-related injuries to employee's supervisor at the earliest opportunity. Employee agrees to hold RFCUNY harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a) Employee agrees to protect RFCUNY-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure in accordance with RFCUNY's Practice and Procedure regarding Confidential Information available at <https://www.rfcuny.org/RFWbsite/learning-resources/review-policies-procedures/confidential-information/>. The precautions described in this approval apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - b) Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

- c) Employee understands that all equipment, records and materials provided by RFCUNY shall remain the property of RFCUNY.
 - d) While working remotely, RFCUNY employees shall not maintain personally identifiable information (PII) without permission from their Principal Investigator or supervisor and in accordance with RFCUNY policies, practices and procedures.
- The employee will return RFCUNY equipment, records and materials, upon request and or termination of the remote work approval.

SIGNATURE OF EMPLOYEE: _____ DATE: _____

SUPERVISOR APPROVAL: _____ DATE: _____