



FAQs - NYU Telecommuting Policy

NYU's new [Telecommuting Policy - New York](#) takes effect in January 2020 and establishes guidelines for Telecommuting Arrangements for covered employees of NYU-New York. Below please find a list of FAQs regarding the new Policy. These FAQs provide a *summary* of key provisions of the Policy, and do *not* supersede or replace any provisions of the Policy. If you have any questions, please contact your HR officer or business partner. Check back on this page for additional resources, tools, and information in the future.

What is a Telecommuting Arrangement under the Policy?

A Telecommuting Arrangement is specifically defined in the Policy and means working from home or from a remote location one or more full days per week on a regular basis. This definition does not include telecommuting approved on a one-off or otherwise irregular basis, or any other arrangement excluded under the Policy. While on a Telecommuting Arrangement, covered employees are expected to work the same general hours that they were originally hired to work, and to perform their responsibilities as they otherwise would at a University work site.

Does the Policy require all schools, departments, and units of NYU-NY to offer Telecommuting Arrangements?

Nothing in the Policy requires any school, department, or unit to offer Telecommuting Arrangements. However, if a school, department, or unit decides to offer Telecommuting Arrangements, it must adhere to the Policy and notify covered employees that they can apply for Telecommuting Arrangements based on the Policy. *Telecommuting approved on a one-off or otherwise irregular basis is not a Telecommuting Arrangement as defined under the Policy, and therefore does not trigger these requirements.*

The Policy otherwise supersedes any policies or guidelines issued by any school, department, or unit (except University Human Resources and OEO) regarding telecommuting arrangements for full-time Administrators and Professionals.

Who is a Covered Employee under the Policy?

The Policy covers full-time Administrators and Professionals of NYU-NY:

1. in good standing;
2. who have completed at least one (1) year of employment with the University*; and
3. whose job duties and responsibilities are suitable for Telecommuting Arrangements.

**Requests for exceptions to the one-year of employment requirement must be made to, and approved by, the AVP, Employee Relations. Requests will only be granted under exceptional circumstances and are unlikely to be granted when the covered employee is on probation.*

Who is not covered under the Policy?

The Policy does not apply to employees covered by a collective bargaining agreement (“CBA”); Faculty; or Professional Research Staff. The Policy also does not apply to requests for, or management of, workplace accommodation(s) under the Americans with Disabilities Act or under any other applicable federal, state, or local law or regulation. Employees seeking such workplace accommodation(s) should contact the University’s Office of Equal Opportunity (OEO).

How does a covered employee make a request for a Telecommuting Arrangement?

Complete a [Telecommuting Arrangement Request Form \(PDF\)](#) and submit the form to your supervisor.

What approvals are required for a requested Telecommuting Arrangement?

Telecommuting Arrangements require the initial and ongoing approval of the employee’s supervisor, together with the designated approver(s) determined by the school, department, or unit. *Each School, department, or unit must consult with, and receive approval from, its HR department regarding who will serve as a designated approver.*

In addition, (1) all requests for full-time Telecommuting Arrangements must be first approved by the AVP, Employee Relations and 2) all requests for Telecommuting Arrangements from a work location outside of New York must first be approved by the AVP, Talent, Learning, and Organizational Development.

Is a covered employee guaranteed a requested Telecommuting Arrangement?

No, Telecommuting Arrangements are not a right or entitlement of employment – they are discretionary and subject to operational needs. There are a number of factors that can go into assessing whether a role is suitable for a Telecommuting Arrangement. These factors include current job performance and attendance, the ability to work independently, the nature of the work to be performed, consideration of the impact such arrangement will have on others, and strong communication skills. There may be circumstances where the expectations or responsibilities of the role are not suitable for a Telecommuting Arrangement.

Is there a trial period for a Telecommuting Arrangement?

Yes, if a Telecommuting Arrangement is approved, it is subject to an initial trial period during the first two months, and should be evaluated at least annually thereafter (or sooner as necessary and appropriate).

What if a covered employee already has a Telecommuting Arrangement in place before the Policy takes effect?

Already existing Telecommuting Arrangements should be documented with a [Telecommuting Arrangement Request Form \(PDF\)](#), and are subject to review, change, and discontinuance in accordance with the Policy.

Can a Telecommuting Arrangement be discontinued?

Yes, Telecommuting Arrangements can be rescinded at any time with appropriate notice (e.g., 30 days), in accordance with the Policy.

Is there an appeals process if a requested Telecommuting Arrangement is denied?

No, there is no appeals process.