Baruch College Manager Guidelines for Staffing Spring Semester 2022

In compliance with CUNY's announcement of a target of 70% in-person learning for the spring semester, Baruch will be delivering 70% of its instruction face-to-face starting spring 2022 through a combination of fully in-person and hybrid courses. To support the target, CUNY has directed that we align our on-site staffing levels by increasing our current 50% physical presence to 70% physical presence at the beginning of the spring 2022 semester. Effective January 31st, each employee will be required to spend 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, as detailed in https://www.cuny.edu/coronavirus/flexible-work-arrangements/, so long as the 70% target is met and the nature of the job does not require a greater presence to meet operational needs. For example, certain jobs do not lend themselves to having a remote component. 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, mangers should follow the below guidelines:

1. Offices must be open to provide in-person services 5 days a week. In some cases, departments may need to collaborate with each other to achieve the goal of offices being open for on-site service 5 days a week.

2. Staffing levels in offices that provide support to students and/or faculty and staff must be at a level adequate to serve students on-site. This means that the 70% target is a minimum and greater presence maybe needed based on the need to provide student service.

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 Zoom for significant periods of the day, rather than benefiting from in-person interactions.

4. Mangers 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 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. The form can be accessed at https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/coronavirus/flexible-work-arrangements/Remote-Work-Agreement2021.pdf. All remote work schedules should be completed by **January 5, 2022**. Additionally, disputed remote schedules will be reviewed and resolved by the VP of Administration, Finance, and the AVP of Legal and Labor.

6. Divisions will be provided with a spread sheet listing all employees. This spread sheet 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 access at https://hr.baruch.cuny.edu/reasonable-accommodation/ and should be returned by (ADA accommodations will be handled in accordance with CUNY policy).

Please be assured that the College will continue to monitor community and campus transmission of the virus closely, and follow the College Reopening plan to reduce capacity when such action is deemed necessary by CUNY Chancellor, which will be informed by the CDC and New York health agencies guidelines.