



## OFFICE OF HUMAN RESOURCES

TO: Faculty and Staff

From: The Office of Human Resources

DATE: August 12, 2024

RE: Remote Work Arrangements for Academic Year 2024-25

As we prepare to welcome students back to our campus over the next few weeks, College employees are reminded that the 2024 summer four-day workweek option has ended and effective August 12, 2024, employees are required to work their regular weekly schedules.

CUNY has advised that eligible college employees, with the approval of their department, are able to work 70% in-person, 30% remote (70/30) hybrid schedules effective August 12, 2024. The 70/30 hybrid schedule translates to seven in-person days and three remote days every two weeks for full-time staff. Please review [CUNY's Flexible Work Guidelines – The City University of New York](#) for more information.

Deans and Division Heads continue to have the discretion to require a higher percentage of onsite work if necessary to meet operational or academic needs. All professional offices need to stay open during business hours.

Remote work arrangements should be memorialized on the remote work form. CUNY has extended the use of the form through June 30, 2025. The form can be accessed here: [Remote Work Agreement](#).

Public Safety staff and other essential employees will continue to work fully in-person. We are grateful for their commitment and service.

Employees who have concerns about in-person work, due to medical considerations, can apply for a reasonable accommodation. For more information, visit here: [Current Process for Requesting a Reasonable Accommodation](#).

Should you have any questions, please contact Human Resources at [humanresources@ccny.cuny.edu](mailto:humanresources@ccny.cuny.edu).

Thank you for your cooperation and continued commitment to CCNY.