



RESEARCH
FOUNDATION CUNY

Remote Work Agreement

Employee Information

Name: Braulio Calderon EMP ID 251385

Job title: Intern

Campus: Lehman College

Employee's Phone (Home and Cell): 3474156817

Employee's Email Address: calderon.braulio@yahoo.com

Program/Project Name Lehman Tech Talent Pipeline (PRSY 57374 00 04)

Principal Investigator/Project Director: Pamela Mills/Lawrence Fauntleroy

Temporary work location: 75Ft Washington Ave. Apt 66. New York, New York 10032

What are your current job functions?
help to style components for their website using next.js

Which of your job functions can you perform remotely?:
I can make all my work functions remotely.

Which of your job functions are you unable to perform remotely?
none

List the equipment or access to systems you need to perform your job remotely, indicating those you don't already have:
list of equipments: trello for the tasks designed to me, slack to constantly communicating, zoom to have face to face group meetings. There is not lack of equipment to perform my

Proposed telecommuting schedule:

| | Mon | Tues | Wed | Thurs | Fri |
|--------------|----------------|--------------|----------------|---------|-----------------|
| Work Hours: | 2 noon •to 5pm | 11am •to 3pm | 2 noon •to 5pm | no work | 12 noon •to 6pm |
| Lunch Break: | | | | | |

FLSA status: ☐ Exempt ☐ Nonexempt

This temporary remote work arrangement will begin and end on the following dates:

Start date: 04/02/2020 End date: 05/04/2020

Approval for Short-Term Remote Work for COVID-19 is granted under the following conditions:

- This approval is granted on a conditional and temporary basis. The employee will return to the office when notified to do so.
- Remote work arrangements are not a right or entitlement of employment – they are discretionary and subject to operational needs. This approval can be rescinded at any time with appropriate notice.
- This approval is not intended to alter the employee's normal work responsibilities. The employee understands that this is an exceptional situation and that this approval will not modify any policies set forth by RFCUNY. While working remotely, the employee must continue to comply with all applicable RFCUNY policies and conduct rules, and is expected to perform the employee's responsibilities as the employee otherwise would under a standard working arrangement.
- The employee has read the "RFCUNY Remote Work Guidelines for COVID-19" available at <https://www.rfcuny.org/RFWebsite/learning-resources/covid-19-guidance/rfcuny-remote-work-guidelines-for-the-covid-19-event/> and agrees to 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/RFWWebsite/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:

DocuSigned by:

Braulio Calderon

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DATE:

4/4/2020

(The employee's typing of their name above constitutes their electronic signature.)

TO BE COMPLETED BY SUPERVISOR

Please explain how you plan to monitor the employee's work performance and productivity under the proposed remote work plan:

APPROVAL OF SUPERVISOR: _____ DATE: _____
(The supervisor's typing of their name above constitutes their electronic signature.)

Supervisor's Email Address/Cell Phone: _____

When the Remote Work Agreement is approved by the supervisor, the supervisor should return the approved Agreement to the employee and forward a copy to: Nida_Balal@rfcuny.org.

LOCAL CAMPUS PROCEDURES

Please follow the direction of your local campus if it requires additional steps be taken in the approval process.

Revised 3-31-2020