



TELECOMMUTING PROGRAM REMINDERS
FOR EMPLOYEES

- ❑ Complete the Telecommuting Program Training.
 - The Training Program will review the following expectations of the employee while telecommuting:
 - Employee must adhere to performance goals, a work plan, and work schedule while telecommuting.
 - Employee must ensure that their homeowner's or renter's insurance allows for a working from home arrangement.
 - Employee MUST submit requests for scheduled time off in accordance with established Departmental Guidelines.
 - Employee must comply with all Downstate policies and procedures including the [Information Security Policies](#).
 - Employee must be familiar with how to contact the IT Help Desk for computer related issues.
 - Employee must be familiar with HIPAA rules and regulations as it relates to [patient protected health information](#).
 - Employee must treat the telecommuting days like regular workdays and will be expected to maintain their normal workday schedule.
 - Employee must understand that the SUNY Telecommuting Program is NOT a substitute for child, elder care, or personal responsibilities. Employee must plan for these issues prior to the commencement of the telecommuting program.
 - Employee is responsible to secure and pay for reliable Wi-Fi/internet connection.
 - Employee must be available via all required methods of communication throughout the workday. If the employee is not available via the required methods, then the supervisor is authorized to contact the employee via personal contact



information. Therefore, it is important to ensure that SUNY Downstate has the current contact information.

- Employee is responsible for having a phone for all work-related calls and that phone must have voicemail capabilities for receipt of messages.
- Employee must be familiar and have access to the Teams application on their telecommuting cellphone/laptop.
- Employee should report to work based on the needs of the Department, when required, even if it is on a regular telecommuting day. Employee should not expect that they will be allowed to substitute telecommuting days in that instance.
- Participation in the telecommuting program can be modified, suspended, or cancelled at any time upon thirty (30) days notice where feasible and consistent with operational needs.
- An employee whose telecommuting arrangement has been cancelled or suspended may reapply six (6) months from the date of cancellation/suspension.
- Minimal office supplies may be provided by Downstate, but Downstate will not provide any durable equipment (chairs, desks etc.).
- Work product/passwords must be protected at all time.
 - Ensure that official records/information are maintained and transmitted securely;
 - There should be no unauthorized disclosure of official information;
 - Secure SUNY Downstate property to prevent theft/loss, and
 - If there is a data breach, the employee must immediately notify their supervisor/manager for containment measures or report to the confidential Compliance Line at 877-349-SUNY or via the



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[“Compliance Line”](#) link on the bottom of Downstate’s main webpage.

- ❑ Complete the application process and submit it to your TAS Supervisor for review and approval.
 - This Program is **NOT** an entitlement; it is **discretionary and subject to operational needs**.
 - You will be able to commence the telecommuting program once your application is **fully approved** as indicated by receipt of an approval email. A copy of the approval letter will also be copied to your Personnel File.
 - The maximum allowable days per pay period that may be approved during a full-time employee’s telecommuting program is up to **five (5)** workdays and up to half time for part-time employees.
 - Employees who are on a performance program are ineligible to participate in this telecommuting program.
 - Eligibility may not be available to employees who have been in their position for less than six (6) months.