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Telecommuting/Working Remotely

First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, New York 11772

Telecommuting or working remotely allows an employee to perform his/her regular duties at home for either a portion or the entirety of the employee's normal workday or workweek. In special circumstances, with the authorization of an employee's supervising Administrative Council member, an Eastern Suffolk BOCES employee may be permitted to telecommute or work remotely.

Telecommuting is an arrangement applied as an accommodation, when appropriate, and subject to review of employee's medical documentation in accordance with Regulation 5113R.1. Working remotely is a temporary arrangement not contingent upon a medical condition and not afforded as a medical or disability accommodation.

Telecommuting or working remotely is not an entitlement, is not an Agency-wide benefit, and in no way changes an employee's terms and conditions of employment with ESBOCES. An employee telecommuting or working remotely is expected to meet the same performance standards previously applicable to the employee, and the employee's supervising administrators are expected to use the same performance review criteria previously applicable to the employee.

When an employee has been approved to telecommute as described above, the employee must ensure that the hours and workload reflect equivalency to such employee's normal work location and responsibilities. This policy does not reflect an opportunity for an approved employee to modify working conditions and responsibilities to less than normal duties.

References:

- Fair Labor Standards Act
- Administrative Regulation 5113R.1 – Telecommuting/Working Remotely

First Adopted: 7/8/2015
Updated: 3/11/19
Revised: 4/4/19
Readopted: 6/26/2019