

# Boar d

## Telecommuting/Working Remotely

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

In special circumstances, with the authorization of an employee's supervising Administrative Council member, an Eastern Suffolk BOCES (ESBOCES) employee may be permitted to telecommute or work remotely.

"Telecommuting" allows an employee to perform their regular duties from home for either a portion or the entirety of their normal workday or workweek, as an accommodation when appropriate. Telecommuting is subject to the review of the employee's medical documentation in accordance with Regulation 5113R.1, upon authorization of the employee's supervising Administrative Council member.

Telecommuting is not an entitlement or an Agency-wide benefit, and neither changes an employee's terms and conditions of employment with ESBOCES. Telecommuting employees telecommuting are expected to meet the same performance standards previously applicable to their role. Supervising administrators are expected to apply the same performance review criteria previously applicable to the employee. The employee must ensure that the hours and workload reflect equivalency to such employee's normal work location and responsibilities, except as modified by a documented medical accommodation approved by the supervising Administrative Council member in consultation with medical professionals.

"Working remotely" is a temporary arrangement that allows an employee to perform their regular duties from home for either a portion or the entirety of their normal workday or workweek. This arrangement is not contingent upon a medical condition and is not provided as a medical or disability accommodation. With the authorization of the employee's supervising Administrative Council member, an ESBOCES employee may be permitted to work remotely under certain circumstances.

Working remotely is not an entitlement or an Agency-wide benefit, and neither changes an employee's terms and conditions of employment with ESBOCES. Employees working remotely are expected to meet the same performance standards previously applicable to their role. Supervising administrators are expected to apply the same performance review criteria previously applicable to the employee. The employee must ensure that the hours and workload reflect equivalency to such employee's normal work location and responsibilities.

### References:

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

First Adopted: 7/08/2015  
Updated: 3/11/2019  
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