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**TO:** John Jay College Community

**FROM:** Oswald E. Fraser, AVP for Administration

**DATE:** June 26, 2024

**SUBJECT:** Extension of 70% In-Person Work Mandate

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Please be advised that the mandate requiring all full-time and part-time CUNY staff to work in-person at their respective campus office at least 70% of their work time, has been extended through June 30, 2025. For full-time staff, this is equivalent to 7 out of 10 days of in-person work in a two-week period (e.g. 7 days in-person, 3 days remote). Similarly, part-time staff will also be expected to spend 70% of their work hours on campus.

The 70% target is intended to support on-campus activities by establishing appropriate on-site staffing levels and synchronizing remote and on-campus services and operations.

**Remote Work Agreements:**

Similar to previous semesters, remote work arrangements should be memorialized by way of the remote work form, the use of which is **extended through June 30, 2025**, based upon agreement with the PSC and DC 37.

Managers can offer flexible start and end time options and/or compressed work schedules. Managers are also responsible to determine and approve the best option for achieving at least 70% in-person work schedule on a case-by-case basis.

All Staff (with the exception of essential employees), must submit a [Remote Work Agreement Form](#) **signed by the staff member and their supervisor**. The form should reflect your work schedule for Fall 2024 (i.e., days/hours, on-site/remote, etc.) for up to six months. This information will assist us in tracking staff schedules to ensure compliance with CUNY's 70% in-person work mandate.

You are also encouraged to review the [Tool and Rules for Telecommuting: A Guide for Employees](#).

Please submit your Remote Work Agreement Form to the Office of Human Resources at [rwa@jjay.cuny.edu](mailto:rwa@jjay.cuny.edu) no later than **Monday, August, 5, 2024**.

**Accommodation Requests:**

Employees who have concerns about returning to onsite work due to disability, pregnancy/childbirth or other reasons covered by CUNY's [Reasonable Accommodations and Academic Adjustment Policy](#), should follow CUNY's procedures for requesting a reasonable accommodation.

Please note, employees currently approved for Reasonable Accommodations that will expire or have expired, must recertify for approval if there is a need for a continued accommodation. Employees who do not recertify for approval are expected to comply with the University's 70/30 work mandate.

Reasonable Accommodation Requests may be submitted to Ms. Keisha Pottinger-Moore at [kpottingermoore@jjay.cuny.edu](mailto:kpottingermoore@jjay.cuny.edu) for review.

If you have any questions or concerns, do not hesitate to contact me at [ofraser@jjay.cuny.edu](mailto:ofraser@jjay.cuny.edu).