



May 11, 2020

Dear SUNY Poly Faculty and Staff,

I am writing to notify you that the Governor's Office of Employee Relations has extended the telecommuting pilot program through July 17, 2020 for those employees who are CSEA, UUP, PEF-represented, and M/C employees. SUNY Poly will continue to allow for telecommuting as we carefully manage return to work plans in anticipation of New York State on PAUSE being slowly lifted.

In order to continue to participate in the telecommuting pilot program, employees and their supervisor must have a completed telecommuting request form on file. If you have not previously done so, please fill out the attached form and return it to your supervisor/manager no later than Friday, May 15, 2020. All employees who already have submitted a form, including RF staff, do not need to submit anything further.

As such, during this unprecedented pandemic, SUNY Poly will defer implementing summer hours on the Utica campus at this time; we will reevaluate when the Governor's NY on PAUSE Executive Order has been lifted and we may begin to resume normal operations. As always, we will keep you updated and please stay safe.

Sincerely,

Rhonda Haines
Vice President for Human Resources
SUNY Polytechnic Institute