

Physics Department Chair Criteria for authorizing full-time remote work:

Reviewed by BNL HR: Dec 15, 2020

1. The nature of the work is fully conducive to fulltime remote work.
2. The Department Chair decides and agree to fulltime remote work arrangement based on the need of the programs.
3. Employee must have the ability to function autonomously and work independently on assignments.
4. Employee is expected to attend remotely regular meetings and activities that is expected of the employee's position, and be responsive to emails, phone calls and video meetings during the agreed working hours, including advance planning where time zone differences require employee's adjustment to the agreed upon working hours.
5. Employee is responsible for having access to high-speed internet and dedicated and safe office space in their work location. Exceptions will be permitted only in accordance with BNL Equipment Policy.
6. Travel to BNL, including accommodations, for work that requires employee's presence on site will be at employee's expense.
7. BSA reserves the right to amend the work arrangement for any reason based on changing business needs, individual performance, and/or regulatory changes.
8. Employee complete and sign a formal Telework Agreement and keep current.
9. Excludes remote hires or staff in a foreign remote location
10. This will be subject to change once we have more definitive criteria that may be established with the new policy and SBMS that will be established for remote work.