

THE MOUNT SINAI HEALTH SYSTEM, NEW YORK	SUBJECT NO.
STANDARD: POLICY	HR-03.27
DEPARTMENT: HUMAN RESOURCES	
SUBJECT: REMOTE WORK POLICY	

Original Date Issued: 3/05/2020

Reviewed:	03/05/2020						
Revised:							

- A. Remote Work arrangements can be a viable alternative in cases wherein the individual, job functions and manager are well suited to such an arrangement.
- B. Remote Work arrangements can be made available to employees in good standing and working in positions which Mount Sinai first designates as appropriate – based on the nature of the position, the specific functions it involves, the ability to measure the work and the best interests of our Institutional objectives.
- C. Mount Sinai does not guarantee that Remote Work will be available for any job, category of jobs, or for any specific employee, or that such work will be available indefinitely. All Remote Work arrangements are consistent with Mount Sinai policies prohibiting discrimination, and must meet legitimate business needs.
- D. Remote Work is subject to departmental approval and periodic review and must be part of a Remote Work Agreement requiring specific goals and objectives.
- E. The Office of the Dean must review and approve any Remote Work arrangement for Principal Investigators and any other personnel with a supervisory role who work as part of a sponsored program.
- F. Remote Work from outside the United States is presumptively prohibited. In exceptional circumstances, Remote Work from outside the United States may be approved for a limited duration. Any Remote Work from outside the United States must be reviewed and approved in advance by the Chief Human Resources Officer. In addition, any Remote Work in a foreign country by Principal Investigators and any other personnel with a supervisory role must be disclosed in advance to the Grants and Contracts Office and approved as necessary by funding agencies before the arrangement commences. No person may approve a remote work arrangement for a related party (*see* GCO Policy on Supervision of a Related Party on a Sponsored Program).

- G.** Employees on visas should consider the potential ramifications of leaving the country, including that their ability to return to the U.S. would be affected. Mount Sinai cannot guarantee employment where the employee is unable to return to the U.S.