EXHIBIT 23

The Research Foundation
The State University of New York

Telecommuting and Teleworking Policy

RF Policy

The Research Foundation (RF) neither prohibits nor encourages telecommuting or teleworking by its employees. Given the extremely diverse and changing nature of work done by RF employees, the decision to allow an employee to telework must be made on a case-by-case basis after consideration of the relevant factors.

Administrative Considerations

Among the administrative considerations that need to be addressed are

- work schedules and overtime for nonexempt employees
- work site safety and zoning compliance
- ownership of equipment
- computer system access and security
- need for work space at the office
- nonresident tax issues

Relevant Factors

Operating locations should consider the following questions when making the decision to allow an employee to telework:

- Is there campus policy on teleworking that applies to comparable SUNY positions?
- Is the work suitable for performance by a teleworker?
- Can more than one employee in the work group telework at the same time?
- Does the employee in question have appropriate skills and work habits for successful teleworking?
- Have the employee and the supervisor agreed (in a written plan) on their responsibilities for assuring performance goals will be met?
- Will the human resources or personnel office be involved in providing guidelines and ongoing training and coaching to both supervisor and employee?
- Have administrative considerations been addressed?
- Is the decision (either to allow teleworking or not) fair and consistent with established precedent?

Decisionmaking

Operating location personnel and employee services employee relations staff should be involved in the decisionmaking. The Research Foundation recommends that any decision to allow teleworking be made initially on a pilot or trial basis (e.g., 6 – 9 months) in order to test the policies and procedures that operating locations have developed to implement their telecommuting

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proposal.

The RF Central Office of Employee Services Campus Support and Employee
Relations Units are available to assist operating locations in evaluating
proposed teleworking arrangements.

Resources

The following Web sites provide additional information on trends in
telecommuting and teleworking. Although in some cases information is
provided only to members of the organization, operating locations can
SEARCH these sites as a good starting place in making an informed decision.

**CUPA-HR (College and University Professional Association for Human
Resources)**

- Knowledge Center articles on telecommuting in the Members Only Area

SHRM (Society for Human Resource Management)

- Whitepapers and HR Magazine articles on telecommuting

ITAC (International Telework Association and Council)

- Practical information from a pro-teleworking group

Change History

- March 20, 2002 - New document.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

Central Office Telecommuting Policy

Policy

This policy establishes a structure to support telecommuting work arrangements for designated central office staff. Telecommuting is a work arrangement in which supervisors direct or permit employees to perform their usual job duties away from their central workplace, in accordance with work agreements. Telecommuting arrangements may be authorized on a full or part time basis. All telecommuting arrangements which are authorized must fulfill the business needs of the position authorized to telecommute.

Eligibility

Management is responsible for the business needs of the operational units and has discretion to designate positions for telecommuting and approve employees to telecommute. (See Guidance for Determining Appropriate Positions) To the extent possible, management and employee should agree mutually to telecommuting arrangements. However, the Research Foundation may establish telecommuting as a condition of employment based on the department's business needs. In such cases, the requirement should be included in the position advertisement and in the appointment letter.

Eligible employees must:
- have appropriate performance appraisals on file with acceptable performance rating
- have appropriate working conditions, equipment and space at an alternate location
- be employed for six months unless the requirement is included in the offer of employment

Employees on a performance program are not eligible to telecommute.

A department that identifies a position as ineligible for telecommuting should provide appropriate justification for that determination.

Conditions of Employment

Telecommuting arrangements do not change the conditions of employment or required compliance with policies. Telecommuting arrangements and agreements do not alter the Foundation's position as an at will employer.

Work Hours

The employee and supervisor will agree on the work schedule and times during which the employee will be available by phone, email or fax. Deviations from this schedule for personal reasons, illness, death in the family, etc will require the employee to charge appropriate leave accruals in accordance with Foundation leave policies. Planned vacation time should be requested and approved by the supervisor in advance.

Telecommuting is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate wok location during employee's work hours, another individual must be present to provide the care

Attendance at meetings

Supervisors may require employees to report to a central workplace as needed for work-related meetings or other events or may meet with the employee in the alternate work location as needed to discuss work progress or other work related issues.

Worker's Compensation Liability

Job related injuries that occur during designated work hours should be reported to the supervisor in the normal manner. Injuries to visitors at the home work site are the responsibility of the employee. Inspection of the home work site may be conducted with appropriate notice to the employee.

Equipment and materials

Once a telecommuting arrangement is agreed to by the employee and his or her supervisor, all technology requests must follow the CO technology policy. You can find the relevant material at:

Internet Access - Internet Service Policy

Cell Phone - Mobile Communications Policy

PC/Printer – log a help desk ticket with customerservices@rfsuny.org (each one is a request for service). Once a ticket is logged IS will perform a standard requirements gathering and solution design process.

Departments are responsible for providing work related office supplies.

Costs Associated with Telecommuting

The Foundation is not obligated to assume responsibility for operating costs, home maintenance, or other costs incurred by employees in the use of their homes as telecommuting alternate work locations.

Costs that may be incurred by the department include:
- Cell phones provided for business use
- Road runner and internet service
- Reimbursement for long distance calls
- Office supplies

Data Security

Employees must safeguard Foundation information used or accessed while telecommuting and follow the Information Security Guidelines for Remote Access. Employees working with confidential data must adhere to the Acceptable Use and Data Maintenance Policy and the Confidential RF Information Policy.

When a telecommuting arrangement has been initially agreed to or changed, the manager must notify the central office information security officer (or delegate) of the arrangement.

Telecommuting Agreement

Departments and employees must agree to the terms of telecommuting before an employee may work at an alternate work location. The telecommuting arrangement may be terminated with or without notice by the Foundation.

A copy of the signed telecommuting agreement must be sent to central office HR to be placed in the person file.

Supporting Documents

- Telecommuting Agreement
- Guidance for Determining Appropriate Positions
- Guidance For Managers
- Telecommuting Safety Checklist
- Information Security Guidelines for Remote Access
- Equipment/Maintenance Form
- Internet Service Policy
- Mobile Communications Policy

Determining positions that are appropriate for telecommuting

In making decisions about which positions are appropriate to designate or approve for telecommuting, department managers should thoroughly analyze the duties of positions and how the work is preformed.

Generally, the following types of positions may be appropriate for telecommuting:
- Require independent work
- Require little need for face to face interaction with other Central Office employees
- Require concentration
- Have specific, measurable work product
- Little or no supervisory responsibility
- Can be monitored by output, not time spent doing the job

Employee qualities appropriate for telecommuting

In making decisions about which employees are designated or approved for telecommuting, department managers should review the work qualities of employees, in addition to ensuring that their positions are appropriate for telecommuting.

Generally, employees who are successful in telecommuting:
- Are able to work productively on their own
- Are self-motivated and flexible
- Are knowledgeable about the job
- Have a low need for social interaction
- Are dependable and trustworthy
- Are organized
- Have good communication skills

The following checklist will assist the employee and supervisor to make a thoughtful choice resulting in a positive work experience for the employee and the department.

Characteristics Checklist Compatible with a Telecommuting Arrangement

Circle the number that best correlates to the employee's work style. The range follows: 1 = never; 3 = 50% of the time; and 5 = always.

a. Works independently with minimal direct supervision.	1 2 3 4 5
b. Works easily without frequent feedback from others.	1 2 3 4 5
c. Meets timelines consistently.	1 2 3 4 5
d. Is able to plan and schedule work independently.	1 2 3 4 5
e. Takes initiative in requesting advice or clarification from others.	1 2 3 4 5
f. Displays independent problem solving abilities.	1 2 3 4 5
h. Is reliable concerning current work hours.	1 2 3 4 5
i. Is comfortable working for periods of time without contact with people.	1 2 3 4 5
J. Can communicate effectively using other than face-to-face interaction.	1 2 3 4 5

Circle the letter that best correlates to the job position. The range follows: H = high; M = medium; L = low.

a. Amount of face-to-face communications required.	H M L
b. Amount of in-office reference material required.	H M L
c. Amount of physical access to special resources required.	H M L
d. Need for physical security of data. (eg. confidential employee data, SSN, RF financial information) **	H M L
e. Frequency of unexpected changes in work schedule, tasks or request.	H M L
f. Amount of time spent working at a terminal or PC.	H M L
g. Availability of quantitative measures for assessing performance (number of reports, forms, cases completed, etc.).	H M L
h. Clarity of objectives for a given work effort.	H M L
i. Autonomy.	H M L
j. Ability to "group" required meetings into predetermined time periods.	H M L
k. Ability to control and schedule work flow.	H M L
l. Ability to "group" in-office reference/resource requirements into predetermined time periods.	H M L
m. Degree of clear, well-defined work objectives.	H M L

** If employee works with sensitive data contact Christine Carpenter, Corporate Information Security Manager Christine.Carpenter@rfsuny.org; Phone: (518) 434-7279