

Remote Work – the work that an employee performs at an Alternate Workplace, which is subject to supervisor approval.

Remote Work Agreement – a document that memorializes the terms of Remote Work as agreed to by the employee, supervisor, and divisional vice president.

Remote Work Request – a form submitted via email by an employee to request a Remote Work arrangement subject to approval by the employee’s supervisor.

Remote Workday – a day that an employee is regularly scheduled to conduct Remote Work from an Alternate Workplace.

1. Overview

a. New Jersey City University’s institutional commitment to student success is centered on fostering a workplace where employees are empowered to thrive personally and professionally. We are committed to developing and implementing progressive workplace initiatives like this Remote Work Policy.

based upon the department's operational and service delivery needs, the individual employee, and the employee's position.

b. Evaluating a position's eligibility for remote work should be guided by equity and impartiality. Supervisors should consider requests for remote work on a case-by-case basis considering the objectives and operational needs of the university and the specific unit when determining eligibility for a position.

c. Eligible employees can request one day of Remote Work—approval is contingent on departmental needs.

d. Essential employees are not eligible to apply for Remote Work.

3. Request and Approval

a. Employees must submit a Remote Work Request Form (via email) to their supervisor to be considered for remote work. Employees unsure if their position is eligible for remote work should consult with their supervisor.

b. Supervisors will review Remote Work Requests considering the objectives and operational needs of the University and the specific unit. Approved Remote Work Requests must be documented by a Remote Work Agreement signed by the employee, supervisor, and divisional vice president.

c. If a supervisor denies a Remote Work Request, the employee may appeal the decision with the divisional vice president of the employee's unit. The divisional vice president's decision to approve or deny the request will be final.

d.

a. Employees must be accessible (by phone, email, and any other

under the State of New Jersey's Workers' Compensation Law for injuries occurring during the actual performance of official duties at the Alternate Workplace. However, the university assumes no liability for damages to an employee's real or personal property resulting from participating in Remote Work.

b. If an injury occurs during work hours, the employee will immediately report it to their supervisor. The employee and supervisor should follow the University's policies regarding reporting injuries for employees injured while at work. The State of New Jersey and New Jersey City University are not responsible for any injuries to family members, visitors, and others in the employee's Alternate Workplace. The employee may not have professional colleagues, students, vendors, customers, or the public at the Alternate Workplace.

c. To the extent permitted by law, the employee will not attempt to hold New Jersey City University nor the State of New Jersey responsible or liable for any loss or liability in any way connected to the employee's non-work-related use of their Alternate Workplace or home. The employee is responsible for contacting their insurance agent, tax consultant, or other advisors and consulting local ordinances for information regarding Alternate Workplaces.

10. Time Keeping

a. The approved Remote Work Agreement will document the days/hours the employee will be working. All University policies and procedures, including time and attendance reporting and leave time, continue to apply during Remote Work Arrangements. Supervisors are responsible for ensuring employees are fulfilling the job duties documented in the Remote Work Agreement and the accurate and timely submission of time and attendance data.

11. Review, Modification, and Termination of Agreements

a. A Remote Work Agreement may be modified or terminated by either the employee or the department upon notice. Departments should give 14 calendar days' notice of termination unless extenuating circumstances make such notice impracticable. The employee should provide as much notice as possible to facilitate resumed reporting to the work location.

b. All Remote Work arrangements must be reviewed formally every six months. The supervisor and employee should have continuing discussions to evaluate

whether established job duty objectives and deliverables are clear and understood by both parties; project standards are delineated, and performance is measured against defined standards; the employee's performance and overall contribution to unit objectives can be and is evaluated, and adjustments to enhance overall productivity need to be identified and implemented.

1. Employee submits Remote Work Request Form to Supervising Manager.
2. Supervisor reviews and approves/denies employee Remote Work Request.
3. Employee and supervisor complete and sign the Remote Work Agreement Form.
4. Remote Work Agreement Form is sent to Divisional Vice President/Division Head for final approval and signature.

A University Remote Work Agreement may be modified or terminated by either the employee or the department upon notice. Departments should give 14 calendar days' notice of termination unless extenuating circumstances make such notice impracticable.

Unit/Department Supervisor – Initial Approval of Remote Work Request and Remote Work Agreement

Divisional Vice President/Division Head – Final Approval of Remote Work Agreement