

Title: Flexible Work Arrangement Policy

Subject: Human Resources

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- employee may work evening hours to extend student service hours and then work fewer hours on another day.
- c. Flexible (Hybrid) Work: This schedule provides for an employee to work remotely on one or more days per week.
  - d. Primary workplace: A telecommuter's usual and customary workplace.
  - e. Remote Work: Employee will work fully remote and will only come to campus for meetings or collaboration. Remote work must be performed from an alternate worksite in New Jersey, Delaware, Pennsylvania or New York. Employees working remotely must still reside



b. Flexible Work

In addition, on occasion, a department may also determine that employees may need to work at alternate workplaces for a short period of time to accommodate unusual circumstances, such as a brief office closing for renovations or relocation. In such cases, the formal Flexible Work Arrangement Agreement is not required, but should be documented for department files by memorandum or email, specifying work expectations and duration.

d. Documenting the Flexible Work Arrangement

The goal of a flexible work arrangement is to ensure that both the employee and manager have a shared understanding of the flexible work arrangement. Thus, as a condition of a flexible work arrangement, an employee will be required to enter into a Flexible Work Arrangement Agreement, that sets forth the terms and conditions of the specific flexible work arrangement that has been designed for the employee. A template Flexible Work Arrangement Agreement, which will be modified to reflect the specific circumstances of each arrangement, can be found [here](#). Once a Flexible Work Arrangement Agreement has been signed, the direct manager should maintain a copy of the Agreement in departmental records and should send a copy to Human Resources at [hr@rowan.edu](mailto:hr@rowan.edu). If necessary, the manager should advise Information Resources & Technology (IRT). The content of the agreement will generally include, but is not limited to, a work schedule that specifies the flexible work arrangement, such as telecommute days, location and hours; the duration of the flexible work arrangement; responsibility for telecommuting equipment; and relevant policy acknowledgments of responsibility.

e. Conditions of Employment

For individuals telecommuting, the conditions of employment remain the same as for non-telecommuting employees. Employee salary, benefits, and employer-sponsored insurance coverage will not change as a result of telecommuting. Telecommuting employees will be held to the same expectations regarding the execution of their job duties, assignments, and other work obligations that they would be held to if working at their primary workplace. This includes the obligation to comply with all University Policies and Procedures.

Employees that enter into a flexible work arrangement also agree not to conduct personal business while in official duty status at the alternate workplace. Telecommuter must not report any period of time at home or elsewhere spent in activities other than work as work-time other than regular brief breaks employees would likely take if onsite. Failure to record time appropriately may constitute falsification of time records to receive pay for time not worked (theft of services) and would be subject to disciplinary action.

Telework arrangements for employees on leave must be coordinated and approved by Human Resources.

f. Hours of Work

The amount of time an employee is expected to work shall not change as a result of a flexible work arrangement unless otherwise set forth in the Flexible Work Arrangement Agreement. Employees who are telecommuting must be working and available by email, via their University phone extension, and any other means of communication as agreed to in the Agreement, during the employee's standard office hours Monday through Friday (or

the employee's personal equipment, nor for repairs or modifications to the alternate workplace.

Materials and supplies needed for remote work should be coordinated with your supervisors. Materials must be acquired through R

assumes no liability for damages to an employee's real or personal property resulting from participation in telecommuting.

If an injury occurs during telecommuting work hours, then the employee shall immediately report the injury to the manager. The employee and manager should follow the University's policies regarding the reporting of injuries for employees injured while at work.

The State of New Jersey and Rowan University are not responsible for any injuries to family members, visitors, and others in the employee's alternate workplace. The telecommuter may not have business guests at the alternate workplace.

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- vii. Employees who are working from alternative sites are responsible for keeping email and voicemail current. Voicemail should be automatically transferred either through a call forward or through email notification. Both email and voicemail should indicate if the employee is working at an alternate site.
- viii. Fully remote work will be provided in very limited circumstances and will generally be for a full department such as a call-center.
- ix. Employees scheduled to work from an alternate worksite 3 or (i3 (art)7.9 (m)4.5 (s)-1.3 (t)-(s)-1.5)7.