

William Paterson University – Wayne, NJ
Remote Friendly Hybrid Work Arrangements
Policy, Procedures, and Guidelines
March 2022

Retain this signed form in your department

Policy

William Paterson University supports a remote friendly hybrid work schedule for full-time employees in certain eligible positions to perform their daily work-related responsibilities from an alternate location. This policy is intended to create flexible work arrangements that promote productivity and performance, support environmental sustainability, ensure disaster preparedness, and promote greater work life balance. All remote friendly hybrid work schedule arrangements must be in accordance with the procedures outlined below and in accordance with state and federal law.

Eligibility

Non-aligned full-time managerial, AFT, CWA, and Confidential Employees are eligible to be considered for remote friendly hybrid work. All employees are eligible in emergency situations as deemed necessary by the University President.

Approval Process - Individual and Departmental

Supervisors and managers will determine if the nature of work performed at a remote location is suitable for a particular job or job tasks. The determination and resulting arrangements must be in the best interest of the University, the department, and the employee in the position.

The President may approve a fully remote work schedule consistent with operational and institutional need under exceptional circumstances, and upon recommendation of the relevant cabinet member after consultation with the Vice President of Human Resources.

Managers will submit an excel spreadsheet of their department's schedule to Human Resources for recordkeeping.

A hiring manager can submit a remote friendly hybrid schedule for a department, office, or vacant/new position prior to recruitment. These requests will be reviewed by Human Resources in coordination with the Office of the President. The arrangement will become part of the job description and the position posting.

An employee must request remote friendly hybrid working arrangements from their supervisor. A completed *Request for a Remote Friendly Hybrid Arrangement Form* is needed to document the arrangement.

The information on a *Remote Friendly Hybrid Arrangement Form* includes a supervisor's assessment of employee job duties as they relate to working remotely, the frequency of remote work, how the employee will be assessed, an evaluation of the appropriateness and conduciveness of the employee's remote location workspace, and how many days, from one to four, the employee may work remotely.

When setting expectations with employees regarding remote friendly hybrid arrangements, it must be ensured that the requirements are precise, practical, measurable, and agreed upon by the employee and the supervisor.

Arrangements

1. Regular: a recurring arrangement commonly consisting of the same day(s) or number of days each week when an employee works at the alternate location. The duration of the remote work arrangements will be agreed upon between the supervisor and the employee. Supervisors reserve the right to change the arrangement depending upon University or departmental needs.
2. Occasional (Non-Emergency): an intermittent circumstance from time to time, mainly on an as-needed or as-requested basis.
3. Emergency: a crisis, disaster or emergency that requires employees to follow remote work procedures. Remote work occurs only when the emergency or crisis disrupts the physical use of a facility or facilities. Remote work arrangements may be in force until the physical work location is restored and functioning in order to continue University business operations and services. When working remotely, the employee must be available on days included in their usual workweek and at their usual work hours.

Work Site

Remote workers must establish an appropriate work environment at an alternate location. William Paterson University is not responsible for expenses associated with the setup of an employee's alternate office location, including, but not limited to, furniture, lighting, remodeling, or repairs. The University will not reimburse employees for out-of-pocket costs for materials and supplies that are regularly accessible at their standard work location. Employees are expected to be on camera during virtual meetings, maintain a professional demeanor and attire, and work in an environment with minimal distractions.

Computers

Upon approval of remote working arrangement, the area Vice President or designee will assess computer needs. The University will cover the cost of a laptop computer typically assigned to staff. This will be to the exclusion of printers, scanners, or other items available in the office to which the staff member has access. The need for additional required equipment will be part of the remote work approval decision making process.

The University will not cover costs associated with Internet or phone service. The employee is liable for any damage or loss to University equipment during the arrangements.

The remote worker's supervisor will evaluate work performance frequently to determine if the arrangement is still beneficial to all involved.

Agreement

Working remotely does not alter an employee's terms and conditions of employment. Remote workers must stay in compliance with the University's guidelines, policies, and procedures. As

per existing policy, employees are prohibited to engage in any outside activities during working hours. Working remotely is considered a privilege and the University reserves the right to call any employee back to full on campus work at any time, or require the employee to come in during a scheduled remote working day, for any reason. Remote work schedules will be set annually and can be changed when agreed upon by the supervisor or when operational needs necessitate a change.

The agreement will be voided and the employee will be subject to disciplinary action in instances when the employee is not in compliance with the arrangement. The arrangement will be reviewed annually as part of employee annual performance review and notice of approval to continue to work remotely will be part of the performance evaluation process.

Managers will strive to provide 72 hours' notice for any schedule changes. Employees requesting a one-time change in their remote working schedule must do so at least 24 hours in advance of the start of their next workday. Supervisor approval must be obtained.

The William Paterson University campus is the primary and official work site. Remote locations are alternative sites. Nothing changes for employees who have been hired for specific off-campus locations.

Acknowledgement of Receipt and Agreement

By signing, I affirm that I have read and understand the Remote Friendly Hybrid Work Arrangements Policy, Procedures, and Guidelines which I understand can be altered by the University at any time and for any reason.

Employee Signature: _____

