

**N E W J E R S E Y S C H O O L B O A R D S
A S S O C I A T I O N**

GOVERNANCE & OPERATIONS

FILE CODE: GO/4113.13

**PERSONNEL
TELECOMMUTING**

Telecommuting

The Association considers telecommuting to be a viable alternative work arrangement in cases where the employee and the position are best suited to such an arrangement. Telecommuting may be “routine” or a temporary alternate work arrangement. Telecommuting allows employees to work at home, or another location, on a full-time, part-time or intermittent basis.

Telecommuting is a voluntary work alternative that may be appropriate for some employees and some jobs. Telecommuting is not an entitlement; it is not an Association-wide benefit; and it does not change the terms and conditions of employment. Telecommuting must be approved in advance by the Executive Director. Employees are expected to work official office hours from the alternate worksite, as governed by GO/4113.1, unless the employee’s department director approves an adjustment of the work day through flex time, under GO/4113.11 and 4113.11R.

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