

**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/4113.13R**

PERSONNEL  
TELECOMMUTING

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Telecommuting

The following procedures govern telecommuting for all employees, including those who work outside the central workplace on a "routine" basis. The Executive Director, has sole discretion to designate positions for mobile work and to approve telecommuting by employees. The Executive Director has the discretion to revise the terms herein.

Definitions:

1. Occasional Telecommuter: A telecommuter, who with the prior approval of his/her director, works at home on an infrequent basis. Approval is task - or project - specific and preferably approved no less than one day before the employee telecommutes.
2. Mobile Worker: A work arrangement in which the Executive Director authorizes employees to perform their usual job duties away from the central workplace.
3. Central Workplace: The central workplace for all employees is NJSBA's headquarters.
4. Alternate Worksite: An approved work location other than the central workplace.

Occasional Telecommuter Procedures:

1. All employees working from home for any amount of time must gain pre-approval from their director. In rare circumstances, it may be beneficial for an employee to work at home on a more regular basis. If such a work-at-home arrangement appears appropriate, a proposal that includes an explanation of the circumstances that make it beneficial must be presented to and approved by the Executive Director.
2. Employees requesting telecommuting arrangements must have exhibited no less than satisfactory overall performance, in accordance with the Association's performance appraisal process.
3. Equipment supplied by the employee will be maintained by the employee. The Association accepts no responsibility for damage or repairs to employee owned equipment.
4. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting Association needs.

5. Employees who are telecommuting are responsible for completing their electronic time card remotely.

Mobile Worker:

1. The employee agrees to maintain an office space at their residence. This office location will be considered the primary work location and will serve as the point of departure when processing travel reimbursements. Mobile workers will not be reimbursed for mileage associated with traveling to the central location.

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2. Unless otherwise determined to be necessary, the Association will not be responsible for costs associated with initial setup of an employee's alternate worksite, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. The employee must have the necessary files at their alternate worksite to complete the assignment.
3. Consistent with the Association's expectations of information security for employees working at the central workplace, mobile workers will be expected to ensure the protection of proprietary information accessible from their home.
4. Injuries sustained by the employee while at their alternate worksite and in conjunction with their regular work duties are normally covered by the Association's workers' compensation policy. Telecommuting employees are responsible for notifying their Department Director and Human Resources of such injuries in accordance with GO/4144.3.
5. An appropriate level of communication between the mobile worker and Department Director must be adhered to as part of the expectations of the mobile worker.
6. Directors may require employees to report to the central workplace as needed for work-related meetings or other events or may meet with the employee in the alternate worksite as needed to discuss work progress or other work-related issues.
7. The hours that an employee is expected to work in the central workplace or in alternate worksite will not change and are governed by GO/4113.1 Official Office Hours, and GO/4113.11 and GO/4113.11R regarding flex time. Employees shall apply themselves to their work during work hours.
8. The Executive Director, upon recommendation of the employee's director, will determine whether it is necessary for NJSBA to provide equipment and materials needed by employees to effectively perform their duties. However, employees may be authorized to use their own equipment.
9. NJSBA equipment may be used only for legitimate Association purposes by authorized employees. Employees are responsible for protecting NJSBA equipment from theft, damage and unauthorized use.
10. NJSBA owned equipment used in the normal course of employment will be maintained, serviced and repaired by the Association.
11. Human Resources/Information Technology will stipulate who is responsible for transporting and installing equipment and for returning it to the central workplace for repairs and service.
12. When employees are authorized to use their own equipment, NJSBA will not assume responsibility for its cost, repair, or service.

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Employees must safeguard NJSBA information used or accessed while telecommuting. Directors must grant permission according to procedures for employees to work on restricted-access information or materials at alternate worksites. Employees must agree to follow approved security procedures in order to ensure confidentiality and security of data.

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