

PERSONNEL
WORKING FROM HOME

Working From Home

The following procedures govern employees working from home:

Requests to work from home may be made by the employee to his/her director, or the employee's director may request that the employee work from home. In the case of department directors, the executive director's prior approval must be obtained. Arrangements will be made on a case-by-case basis upon the director's approval. The employee's director will determine both the duration and work to be performed from home. Working from home is typically for a shorter period than telecommuting, which is governed by GO/4113.13 and 4113.13R. This will not include the provision of any special equipment or facilities by NJSBA, except where determined necessary to carry out the employee's duties.

The total number of hours an employee is expected to work will not change, and are governed by GO/4113.1 Official Office Hours, and GO/4113.11 and 4113.11R regarding flex time. Employees shall apply themselves to their work during work hours.

Working from home is NOT designed to be a replacement for appropriate child care. Although the 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.

An appropriate level of communication between the employee and director will be agreed upon as part of the arrangement to work from home. Employees remain responsible for completing their electronic time card remotely if necessary, for concise voice mail messages regarding their schedule, and for activating their out of office assistant on the email system.

Injuries sustained by the employee while at their home-work location and in conjunction with their regular work duties are normally covered by the Association's workers' compensation policy.

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