



TELECOMMUTING POLICY

As a University campus we are here to service the needs of students, faculty and staff which require employees to be physically present on campus. However, there may be situations where telecommuting may be appropriate. Centenary University considers telecommuting a viable alternative work arrangement in cases where it is beneficial to the University and the employee to do so. A telecommuting work arrangement must be requested via a Telecommuting Agreement and approved in writing by the employee's Executive Staff Member with a copy to Human Resources. This policy covers all off campus work arrangements.

Eligibility

The decision to allow telecommuting will be made on a case by case basis for each employee with the understanding that approval can be rescinded at any time. Telecommuting is appropriate only when both the abilities of the employee and the nature of the work to be done meet the minimum criteria set out below. Executive Staff member may apply more rigorous criteria when determining whether an employee and a position are appropriate for telecommuting.

Criteria:

- The employee must not be in a probationary period of employment.
- The employee has demonstrated sustained high performance, and the abilities to successfully organize and manage time and work independently and productivity with minimal supervision. This is determined by the Executive Staff member in making his/her decision.
- The employee has a thorough knowledge and understanding of their job functions
- The Executive Staff member believes that the employee can maintain the expected quality and quantity of work while telecommuting.
- The employee's position involves measurable work product.
- Operational needs of the department are met.
- The employee is able to provide the security necessary to protect any University equipment used at the site.

Criteria for when telecommuting **should not** be considered:

- The nature of the job requires the employee's physical presence (for example, where the employee must supervise the work of other employees).
- The employee requires close or frequent supervision, direction or input from others on campus.
- The employee requires access to information or materials that are available only at the regularly assigned workplace.
- The employee's performance reviews do not indicate a sustained high performance or do indicate a record of disciplinary action or attendance concerns.

Telecommuting is not intended to permit employees to have time to work at other jobs, run their own business, or to provide childcare or eldercare during their scheduled work hours. Failure to fulfill normal work requirements, both qualitative and quantitative, may be grounds for disciplinary action or termination of the telecommuting work arrangement and/or termination from employment.

Guidelines and Requirements

Employees wishing to telecommute must complete and sign a Telecommuting Agreement (Agreement). The Agreement must be signed by the employee's executive staff member. A copy of the signed agreement must be forwarded to the Human Resources Department for reference and filing. Telecommuting cannot begin before the Telecommuting Agreement has been signed. Employees who have been granted approval to telecommute are expected to follow established University policies and procedures. A specific work schedule, including work days and hours, must be established in writing. Telecommuting employees must maintain a normal workload, and when they are unable to work due to illness must report their absence to their supervisor according to normal established department and University procedure. The employee who wishes to be relieved of duty for all or part of day/days must follow University procedure for requesting time off and must use a vacation, personal, sick or floating holiday. Employees must be on-site as necessary to attend to meetings, training sessions or similar events. They must be available at all times for the faculty, staff and student needs.

Taxes and Insurance

Income taxes will be withheld based on employment in New Jersey, not on the location from which the employee telecommutes. Telecommuting employees are responsible for tax consequences and other legal implication that may occur, including local zoning restrictions.

The University assumes no liability for injuries occurring in the employee's home workspace outside of work hours. Telecommuting employees are responsible for notifying Human Resources if they are injured while at the off campus work site and in conjunction with their regular duties. The employee is liable for any injuries sustained by visitors to the remote work site.

Security

Employees will be expected to ensure the protection of all Centenary equipment and information assessable from their home or remote work location.

See sample Telecommuting Agreement on the following pages.



HUMAN RESOURCES DEPARTMENT
400 Jefferson Street
Hackettstown, NJ 07840
Phone: (908) 852-1400 ext. 2268 Fax: (908) 850-8716

Employee Name: _____

Employee Title: _____

Department: _____

Executive Staff Name: _____

Proposed Start Date: _____ through _____

Telecommuting Agreement

Employee Certification

1. I understand that my duties, obligations, responsibilities and conditions of employment with the University remain unchanged except those obligations and responsibilities specifically addressed in this agreement. My salary and benefits remain unchanged.
2. I understand that this agreement is voluntary and may be revoked or modified by the University or me at any time for any reason. I understand that this agreement does not create an entitlement to continued telecommuting. If the agreement is terminated, I understand that I will be required to transition back to my campus worksite as soon as possible but no longer than 1 week.
3. I agree that income taxes will be withheld based on employment at Centenary University in New Jersey, not on the location from which I telecommute. I agree that I am responsible for tax consequences and other legal implications that may occur, including local zoning restrictions.
4. I agree that I will not be the primary care provider for any dependent during my work hours and I will make regular dependent care arrangements during telecommuting periods.
5. I agree that my total number of work hours will not change due to my telecommuting and I will continue to be responsible for reporting my time as required by department and University procedures.
6. I agree that my work hours, overtime compensation, use of sick leave, approval for use of vacation and requests for a Leave of Absence will conform to University policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by my supervisors and me.
7. I agree that I must report to my University work location as required by my supervisors for department meetings, training, etc.

8. I agree to maintain a safe and secure work environment and to designate a remote workspace to accommodate any equipment to be used in my work. I will protect the workspace from any hazards and dangers that could foreseeably affect the equipment and me.
9. I agree to report work-related injuries to my supervisor and Centenary University Office of Human Resources within 24 hours or at the earliest reasonable opportunity. I agree to hold the University harmless for the injury to others at the off-campus work site.
10. I agree to restrict use of University-provided equipment and supplies located in my remote work site to the same policies that apply to equipment on campus.
11. I agree to implement all generally accepted computing security measures, including ensuring that University-provided anti-virus and anti-spyware subscriptions are kept current, and promptly notifying IT of any warning messages stating they are not current.
12. I agree to notify IT or the Departmental IT Director immediately if symptoms of a virus or spyware infection occur.
13. I agree to maintain the confidentiality of materials I access as part of my employment, and to abide by the University's policies for employees, including those covering information, security, software, software licensing and data privacy as well as the requirements of applicable state and federal government statutes.
14. I agree not to download any University data or information onto my personal computer or onto any computer provided by Centenary in my possession. Notwithstanding the above, I agree that I will promptly notify IT if a computer containing Centenary information is stolen or lost.
15. I understand that all equipment, records and materials provided by my department or Centenary remain the property of the University.
16. I agree to return University equipment, records and materials within seven days of termination of this agreement. All University equipment will be returned by me for inspection, repair, replacement or repossession within seven days written notice.
17. I agree to be available during the assigned business hours, as stipulated in this agreement, for communication by phone, voice mail, fax, beeper, etc.

Work to be Accomplished while Telecommuting:

Reason for
Telecommuting

I have read the contents of this Telecommuting Agreement and Centenary University's Telecommuting Policy.
I certify that I will abide by all of the requirements of the policy and of this Agreement.

Employee's signature: _____ Date: _____

Reason for the Request: _____

Telecommuting Schedule (Please complete):

- 100 % Telecommuting
- Both Telecommuting and On-Site Work

Please provide proposed work schedule (days and hours on and off site):

Work Location
and Schedule,
and Equipment

Remote Work Location and Contact Information:

Is this the employee's residence: Yes No

Phone Number: _____

Fax Number: _____

Equipment to be provided by Centenary University
(Please contact IT to discuss security measures and software/hardware requirements) Please describe equipment and provide serial numbers:

Approvals

Based on a review of suitable considerations outlined in Centenary's Telecommuting Policy, we have concluded that telecommuting is appropriate under the circumstances. The above-named employee is granted approval to participate in accordance with the agreement set forth above.

Executive Staff Approval

Date: _____

Submit completed form to the Human Resources Department.

Date Received In Human Resources: _____