



## REMOTE WORK 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 remote work may be appropriate. Centenary University considers remote work to be a viable alternative work arrangement in cases where it is beneficial to the University and the employee to do so. A remote work arrangement must be requested via a Remote Work Agreement and approved in writing by the employee's supervisor and Vice President with a copy to Human Resources. This policy covers all off-campus work arrangements.

Remote work may pose advantages for both the University and its employees, including increased productivity and performance, enhanced employee recruitment and retention, relief of on-campus space constraints, cost reduction, environmental sustainability, crisis response, and greater work-life balance. Remote work is not an entitlement or University-wide benefit. Remote work is a voluntary work arrangement determined by the employee's supervisor and Vice President in which eligible employees fulfill their job responsibilities at a site other than their onsite work location during regularly scheduled work hours for an indefinite or finite period. The scope of this policy covers voluntary remote work arrangements.

Not all employees and positions are suitable for remote work. Positions that perform essential campus services will generally not be eligible for remote work. Suitability for remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and Vice President and approved per this policy.

### Definitions

**Remote Work:** Remote work is a voluntary work arrangement determined by the employee's supervisor and Vice President in which eligible employees fulfill their job responsibilities at a site other than their onsite work location during regularly scheduled work hours for an indefinite or finite period.

**Occasional Remote Work:** These are ad hoc requests to work remotely that are not regularly scheduled and are not long-term. These requests are infrequent and are approved on a case-by-case basis. They do not require a Remote Work Agreement to be completed.

**Regular Hybrid Working Arrangement:** Regular hybrid working arrangements can be for a defined length of time. Employees working a hybrid schedule will routinely return to campus to conduct work-related activities. New hybrid arrangements must begin with a trial period of at least two months, and then may be adjusted or discontinued at-will or at any time at the request of either the

employee or the University.

**Fully Remote Work:** Employee will perform all duties from a remote work location.

### **Eligibility**

The decision to allow remote work will be made on a case-by-case basis for each employee with the understanding that approval can be rescinded at any time. Remote work is appropriate only when both the abilities of the employee and the nature of the work to be done meet the minimum criteria outlined below. A supervisor or Vice President may apply more rigorous criteria when determining whether an employee and a position are appropriate for a remote work arrangement. **Remote work is a voluntary arrangement between management and employee, not an entitlement, and is based on the needs of the job, work group and organization, and the employee's past and present levels of performance.** An employee's readiness for remote or hybrid work should be considered. Some employees may be better prepared to manage the requirements of remote work arrangements. New hires must be employed for at least 3 months prior to being eligible to apply for remote work, except in special circumstances.

Criteria:

- The employee must not be in a probationary period of employment. This is not applicable for positions that are hired as fully remote.
- The employee has demonstrated sustained high performance, and the abilities to successfully organize and manage time and work independently and productively with minimal supervision. This is determined by the supervisor and Vice President in making their decision.
- The employee has a thorough knowledge and understanding of their job functions.
- The supervisor and Vice President believe that the employee can maintain the expected quality and quantity of work while working remotely.
- 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.

When evaluating a request, supervisors should consider the employee's performance in the workplace. Strong performance in the following areas could indicate an employee's readiness for remote work: ability to prioritize work and meet deadlines, effective time management, ability to accomplish duties with minimal supervision, effective communication with internal and external parties, strong organization, self-motivated, and a solid understanding of their role and expectations.

Criteria for when remote work **should not** be considered:

- The nature of the job requires the employee's physical presence.
- 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 indicate a record of disciplinary action or attendance concerns.

Remote work 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. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunchtime. Failure to fulfill normal work requirements, both qualitative and quantitative, may be grounds for disciplinary action or termination of the remote work arrangement and/or termination from employment.

### **Guidelines and Requirements**

Employees wishing to work remotely must complete and sign the Remote Work Agreement (the "Agreement"). The Agreement must be signed by the employee's supervisor and Vice President. A copy of the signed Agreement must be forwarded to the Human Resources Department for reference and filing. Remote work cannot begin before the Agreement has been signed.

Employees who have been granted approval to work remotely are expected to follow established University policies and procedures. A specific work schedule, including work days and hours, must be established in writing. Employees working remotely 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 the day/days must follow University procedure for requesting time off and must use a vacation, personal, sick, or floating holiday. All time off requests must be entered into ADP.

Employees must be onsite as necessary to attend meetings, training sessions or similar events. They must be available at all times for the faculty, staff and student needs. Any changes to the normal schedule or work site must be reviewed and approved by the supervisor in advance of the change.

Supervisors should be prepared to measure and monitor the productivity of remote work arrangements and establish goals for completion of tasks, assignments, and deliverables. Employees working remotely remain subject to all Centenary University policies.

Centenary is not responsible for costs associated with setup of an employee's remote work space such as remodeling, furniture, lighting, internet/wi-fi, nor for repairs or modifications to remote work spaces.

Remote workers should not hold business visits or in-person meetings at their remote work location unless approved by their supervisor or unless they are traveling and conducting University business.

### **Taxes and Insurance**

Income taxes will be withheld based on employment in New Jersey, not on the location from which the employee is working. Employees working remotely 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. Employees working remotely 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 their remote work site.

The University is not responsible for operating costs of any personal equipment including but not limited to computers, personal devices, cellular or standard telephones, home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs, or for any supply costs used in the home) associated with an employee's remote work arrangement.

### Security

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

**Please complete the Remote Work Agreement on the following pages.**



Human Resources Department  
400 Jefferson Street  
Hackettstown, NJ 07840  
Phone: (908) 852-1400 ext. 2332 Fax: (908) 850-8716  
Email: hrdept@centenaryuniversity.edu

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ through \_\_\_\_\_

## Remote Work 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.
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 remote work. 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 one (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 am working. 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 or elder care arrangements during remote work periods.
5. I agree that my total number of work hours will not change due to my remote work arrangement 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 supervisor 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 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 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 (7) days of termination of this agreement. All University equipment will be returned by me for inspection, repair, replacement or repossession within seven (7) days written notice.
17. I agree to be available during the assigned business hours, as stipulated in this agreement, for communication by email, phone, voicemail, Microsoft Teams, etc.

Work to be accomplished while working remotely:

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Reason for  
Remote Work

Work Location,  
Schedule, and  
Equipment

I have read the contents of this Remote Work Agreement and Centenary University's Remote Work 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Remote Work Schedule (please complete):

- Fully Remote Work (all work performed remotely)
- Regular Hybrid Work Arrangement (both remote work and onsite work)

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

\_\_\_\_\_  
\_\_\_\_\_

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 Remote Work Policy, we have concluded that remote work is appropriate under the circumstances. The above-named employee is granted approval to participate in accordance with the Agreement set forth above.

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Supervisor's Approval / Signature

Date: \_\_\_\_\_

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Vice President Approval / Signature

Date: \_\_\_\_\_

Submit completed form to the Human Resources Department.

Date received in Human Resources: \_\_\_\_\_