



New Jersey Institute of Technology
University Policies and Procedures

DATE OF ISSUE: February 2017

Subject: HUMAN RESOURCES-Non-Aligned Flexible Work Hours Policy

PURPOSE

NJIT recognizes that flexible work hours can improve morale, productivity and the contributions made by non-aligned employees before and after regular work hours.

A flexible work hours schedule is a full-time schedule, but one that differs from regular business hours. A flexible work hours schedule may not be appropriate for all situations, but departments are encouraged to consider allowing flexible schedules when in the best interest of employees and the department.

ELIGIBILITY

All non-aligned, full-time and permanent part-time employees.

POLICY

Non-aligned employees, with the permission and approval of their supervisor and area Vice President/Dean, may adjust the starting and ending time of their work day, if such adjustment will not impact business functions, and there is an articulable reason why the change would benefit both the employee and the department.

Such schedule adjustments must meet the following minimum standards:

- a. The flexible work hours schedule must accommodate NJIT's business interests in providing equivalent or extended service to its constituencies;
- b. The flexible work hours schedule must be agreed to by the employee and his/her supervisor, who shall keep a record of all approved and modified schedules;
- c. The area Vice President/Dean must approve the schedule;
- d. A copy of the adjusted schedule shall be forwarded to Human Resources (see attached form entitled Non-Aligned Flexible Work Hours Policy - Request and Approval Form);
- e. The employee must otherwise be in good standing¹;
- f. Flexible work hours schedule arrangements will be evaluated after two months, at the end of which time the Supervisor will determine whether or not it will continue. If continued, periodic evaluations shall occur;

¹ An employee in good standing is defined as an employee with no disciplinary action or time and attendance issues, or an employee not subject to a performance improvement plan within the last fiscal year.

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- g. Flexible work hours schedule arrangements may be modified by the employee with at least two weeks' notice and approval from the supervisor;
- h. With reasonable notice, supervisors have the ability to modify flexible work hours schedules as needed;
- i. The flexible work hours schedule does not in any way modify the salary, duties or expectations of the position (except as may be required as a "reasonable accommodation" to a disability defined by State and Federal law);
- j. Flexible Work Hours Schedules must encompass five days per week, must fall between 7:00 a.m. and 6:00 p.m., Monday through Friday; and
- k. No flexible work hours schedule will be approved that reduces the minimum number of hours worked in the work week.

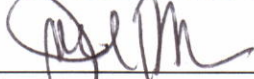
It is the responsibility of the department to ensure that this policy is administered in an equitable and consistent manner. Failure to do so may result in the cessation of all flexible work hour schedule (s) within that department.

EFFECTIVE DATE OF POLICY


This policy takes effect upon adoption.

REVIEW:

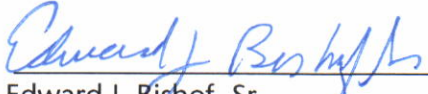
 2/14/17
Date
Holly C. Stern, Esq.
General Counsel
Vice President for Legal Affairs

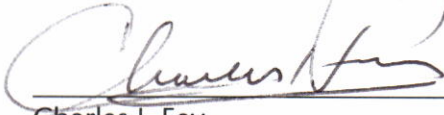
 3-1-17
Date
Joel S. Bloom
President

APPROVAL:


 2/17/2017
Date
Fadi P. Deek
Provost and
Senior Executive Vice President

 2/22/17
Date
Andrew P. Christ
Vice President for Real Estate
Development and Capital Operations

 2/20/17
Date
Edward J. Bischof, Sr.
Senior Vice President for Finance and
Chief Financial Officer

 2/21/17
Date
Charles J. Fey
Vice President for Academic Support
and Student Affairs

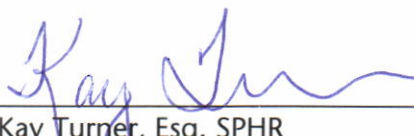
Non-Aligned Flexible Work Hours Policy



Charles R. Dees, Jr.
Senior Vice President for University
Advancement

Date

2/28/17



Kay Turner, Esq. SPHR
Vice President for Human Resources

Date

2/17/17



Donald H. Sebastian
Senior Vice President for
Technology & Business Development
President and CEO of NJII

Date

2/17/2017