



New Jersey Institute of Technology
University Policies and Procedures

DATE: March 12, 2020

Subject: HUMAN RESOURCES – Guidelines for Teleworking During COVID-19

I. Overview

New Jersey Institute of Technology (NJIT) is actively engaged in efforts to prepare for and mitigate the impacts from COVID-19 (commonly known as coronavirus). Our top priority is to support the health and wellbeing of our community as we continue to advance our teaching and research mission. These guidelines are intended to permit flexible work arrangements when such arrangements meet operational needs and/or requirements and maintain a high level of service for university constituents, as defined by the area Vice Presidents.

NJIT's commitment to safely and effectively meeting the public health challenge presented by COVID-19 extends to enabling University employees, where appropriate, to work remotely to minimize potential exposure and transmission of COVID-19. The following guidelines will assist employees to navigate teleworking during this time. Included in these procedures, you will find guidance for managers and employees designed to establish temporary teleworking arrangements.

These guidelines are subject to update and change, as NJIT receives further guidance from State and Federal authorities regulating the COVID-19 response, and are effective until administration determines a return date to normal operations.

II. Manager Responsibilities

Teleworking arrangements are strongly encouraged, wherever possible, to minimize workplace density and promote "social distancing" during this health crisis. To that end, managers, in consultation with and subject to the approval of their area Vice President, should employ their best discretion to determine whether a position in their division is suited to work remotely and to facilitate arrangements, in cooperation with the employee, to ensure that this can be accomplished. In general, teleworking is feasible to implement for job duties that can be conducted through computer, internet or web-based platforms to communicate, read, perform analysis, prepare written reports or documents, analyze or work with data and/or prepare documents. In general, and at management's discretion, a position is suited to work remotely if the position can be effectively performed off-site, without disruption to service levels, the flow of work, and communication. Positions that require in-person public safety functions, face-to-face contact with internal or external customers, require hands-on contact with onsite equipment or items, or any employees responsible for the close supervision of such positions are generally not suitable for telework. In such event, flextime, staggered shifts or reduced on-campus presence

should be considered for employees required to work on campus to promote social distancing and minimize employee population density where possible. Vice Presidential review and approval shall be required to ensure that the operational needs of the university, and the interdependency of departmental/area functions, are fully considered in any interim staffing plan. Additionally, should the needs of the University require a modification in these interim-staffing plans; arrangements may be modified at any time by the university.

Managers should notify those employees whose positions are deemed appropriate to work remotely. Once notified, to ensure that the manager and the employee have a mutual understanding of the terms of the flexible work arrangement, clear expectations should be communicated by the manager. In general, a teleworking employee is expected to be available for communication and contact to the same extent, as they would while working on-site. Expectations should include procedures regarding hours of availability, responsiveness to email and telephone communications, scheduled virtual group or individual meetings, and reports/communications as to activities performed during the workday. The manager should exercise discretion to establish these procedures, and work with the teleworking employees to provide the following:

- Reliable Internet, including accessing the NJIT Highlander Pipeline
- Phone (Call forwarding from NJIT office, when appropriate)
- NJIT Virtual Private Networking (VPN)
- WebEx, or other video conferencing service
- Call forwarding, through university-provided software
- Other resources deemed necessary by manager to perform daily work flow

A manager may revoke a flexible work arrangement at any time.

III. Employee Responsibility

Employees in positions that are designated to telework will be accountable for the continuity of service levels, work flow, and communication, including communication as to their work, and any need to utilize other available leave (sick, vacation or personal leave) that they may be entitled to pursuant to policy or collective bargaining agreements. Teleworking employees must provide a safe and secure work environment to perform their duties and demonstrate consistent, productive work habits with little supervision throughout the workday. Teleworking employees are generally expected to communicate with their managers on a regular basis, defined by the manager, and respond to allow electronic and phone communications in a timely manner. Teleworking does not change an employee's required compliance with all applicable university policies, nor does it change an employee's compensation and/or benefits.