



PROCEDURE

Work Arrangements

Procedure Administrator: Chief Human Resources Officer

Authority: N.J.S.A. 15A:64-8

Effective Date: September 1, 2024

Index Cross-References: Procedure 6119: Time and Attendance; Procedure 6171:

Remote Work; Policy VI-11.1: Office Hours, Work Week, Lunch Period, Breaks and
Emergency Closing Reporting

Procedure File Number: 6170

Approved By: Dr. Joe Bertolino, President

The following work arrangements are available to all full-time employees. Work arrangements must align with operational need and must comply with Policy VI-11.1: Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing. Additionally, some work arrangements will require supervisor and Divisional Executive approval.

I. ACADEMIC YEAR (FALL AND SPRING SEMESTERS)

Work arrangements include:

- Work a fully in-person, 5-day work week schedule; or
- Work a 5-day schedule with a remote work component (see Procedure 6171: Remote Work).
 - In extremely limited cases, remote work may be approved for more than one day per week as determined by the Divisional Executive based on operational need.
 - Remote work is not available on a holiday to accrue comp time.

Employees also may request an alternate work schedule (alternate start/end times, lunch, days of the week, etc.). Approval of any alternative work schedule is at the discretion of the supervisor and Divisional Executive based on operational need. Minimally, alternate work schedules shall be in place for a full semester. Changes to approved work schedules made by supervisors require at least two weeks' advance written notice to the employee, or established by applicable labor agreement.

II. SUMMER SEMESTER (BEGINNING IN 2025 ON THE MONDAY AFTER COMMENCEMENT AND CONCLUDING AFTER THE THIRD WEEK OF AUGUST)

Work arrangements include:

- Academic year options; or

- A fully in-person, 4-day compressed work week schedule with Fridays off.
 - For employees working a 35-hour week, this schedule is four days per week with an 8¾ hour workday and a ½ hour lunch break.
 - For employees working a 40-hour week, this schedule is four days per week with a 10-hour day and a ½ hour lunch break. Most 40-hour dayshift employees will follow a 6:00 a.m. to 4:30 p.m. work schedule.
 - During a week containing a holiday (e.g., Memorial Day, Juneteenth, July 4th) the University will follow a five-day work week schedule (i.e., revert to 7-hour days for 35-hour employees and 8-hour days for 40-hour employees). Remote work is not available on holidays for accruing comp time.
 - There is no remote work option during the summer semester for employees on a compressed work week.

Supervisors and Divisional Executives will review and approve remote work and compressed work arrangements. These work arrangements shall not alter the total number of hours worked in a workweek and must conform to operational and safety needs of the work unit and University policies and procedures. Any variation requires the prior approval of the employee's supervisor and Divisional Executive and must conform to the overtime, record keeping, and break provisions of the Fair Labor Standards Act and the applicable bargaining unit contract, if any.

Review History:

	Date
Procedure Administrator	08/07/2024
Divisional Executive	08/07/2024
General Counsel	08/08/2024
Cabinet	08/20/2024
President	08/21/2024