



State of New Jersey

DEPARTMENT OF AGRICULTURE
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NEW JERSEY DEPARTMENT OF AGRICULTURE PILOT TELEWORK PROGRAM

ELIGIBILITY APPLICATION AGREEMENT

- I understand and agree that my telework hours must reflect the same hours as when I am scheduled to work at my Official Reporting Location.
- I understand and agree to be accessible between my normally scheduled work hours except in cases where leave time has been approved.
- I understand that my normally scheduled work hours shall include a mid-morning 15-minute break period, a lunch period of at least one-half hour and a mid-afternoon 15-minute break period if I am scheduled to work a full day.
- I understand and agree that attempts to schedule telework in lieu of utilizing accrued leave time to address personal issues including but not limited to childcare, vacations, sick days, medical appointments, etc. may result in revocation of remote work.
- I understand and agree that to continue participation in this Pilot Telework Program I must meet all work performance and expectations as outlined in my written performance evaluation and ePAR.
- I understand and agree that while teleworking, I must be physically located at my Alternative Work Location as identified above.
- I understand and agree that I must provide my own secured internet access for teleworking at my Alternative Work Location.
- I have completed and attached the telework self-assessment form.
- I have successfully completed the CSC Telework Training via the Learning Management System.
- I understand that I am required to self-certify online that I have received, understand, and agree to the terms and agreements of the NJDA's Pilot Telework Policy, Self-Assessment and Eligibility Application.