



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Model Telework
Pilot Program, State Executive
Branch Employees

CSC Docket No. 2022-2243

Order Amending Pilot Program

ISSUED: July 20, 2022

At its meeting on April 6, 2022, the Civil Service Commission established the attached Pilot Program to provide for a Model Telework Program for State Executive Branch Employees for a period of one year. Subsequently, after additional consultations with affected negotiations representatives, it was determined that the language in one of the provisions in the *Equity and Accessibility* section of the program should be modified from:

Telework policies must also address equitable considerations regarding employees who are ineligible for remote work because of the nature of their job duties. Appointing authorities should make available flextime schedules and/or alternative work programs for these employees when operational needs allow it. Appointing authorities should not make these programs available to employees who participate in their pilot telework program. Appointing authorities have the right to deny or revoke flextime or AWP benefits for employees who are approved for telework.

and replaced with:

Telework policies must also address equitable considerations regarding employees who are ineligible for remote work because of the nature of their job duties. Appointing authorities should make available flextime schedules and/or alternative work programs for these employees when operational needs allow it. Those employees who are eligible to participate in telework and participated in an approved AWP/Flexitime

program prior to April 6, 2022 are eligible to participate in the telework program while also continuing to participate in the AWP/Flextime program. This provision applies only to those instances where the appointing authority maintained an approved AWP/Flextime program prior to the April 6, 2022 adoption of the telework pilot program. Eligibility to participate in the AWP/Flextime and telework programs depends upon the appointing authorities' operational needs. Appointing authorities have the discretion to deny such requests if it is determined that allowing employees to participate in both AWP/Flextime and telework simultaneously negatively impacts the operational needs of the department/agency. Employees deemed eligible to participate in AWP/Flextime and telework programs at the same time must maintain a schedule whereunder they report to their Official Reporting Location for three (3) days per calendar week.

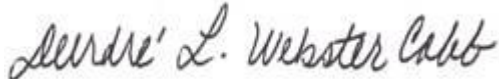
The above noted modification to the Model Telework Program for State Executive Branch Employees shall become effective July 1, 2022 and expire on June 30, 2023.

ORDER

Therefore, it is ordered that the modification to Model Telework Pilot Program for State Executive Branch employee be effective from July 1, 2022 and expire on June 30, 2023.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE
CIVIL SERVICE COMMISSION ON
THE 20TH DAY OF JULY 2022



Deirdré L. Webster Cobb
Chairperson
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