



NEW JERSEY DEPARTMENT OF
CHILDREN AND FAMILIES

Pilot Telework & Alternative Workweek Programs

May 20, 2022

Objectives

- To explain the Pilot Telework and Alternative Workweek programs
- To provide the Implementation time frames for these programs
- To advise of the scheduling options

Telework Policy

- CSC approval received on May 16, 2022
- In effect from June 13, 2022 – June 30, 2023
- Fixed Schedule – no more than 2 days/week
- Timekeeping requirements
- Training mandate
- Management authority
 - Adjust Telework Schedules
 - Require employee to report to Official Reporting Location

Telework Agreement

- Signed by employee, supervisor and CC Manager confirming approved work schedule
- Reviewed by management periodically

Equipment/Confidentiality

- Follow directives use of DCF records, data, user IDs, and passwords
- Responsible for protecting and securing sensitive/confidential data and records.
- Appropriate equipment for each telework arrangement made on a case-by-case basis.
- Employee responsible for providing own internet and telephone connectivity

Alternate Worksite

- Employee will establish an appropriate, professional, and safe environment within residence.
- Employees will maintain their telework offices in a professional manner.

Remote Work Availability

- Must be responsive and available when contacted during the workday by a Supervisor, Manager, or other colleagues.
- Must report for all out of office duties including court appearances, family visits and investigations.
- Expected to participate in scheduled conference calls and other modes of communication.

Ineligible Staff

- Certain staff are not eligible for telework b/c job duties are office/location based.
 - Notice has been provided to staff who are not eligible for telework.
 - AWP or Flextime may be available to staff who are not eligible to participate in telework.
- Different from telework made necessary by the state shut down.

Other Barriers to Participation

- Performance improvement plan or has performance weaknesses
- Time or attendance issues
- Undergoing training in a new job
- Undue burden on management or co-workers
- Duties require physical presence
- Failure to complete telework training

Application Process

- Application w/self certification of eligibility
- Approval by Supervisor and CC Manager
- Dispute resolution process
- Reapplication required for promotions/reassignments

Supervision & Performance Evaluation

- Supervisors must provide performance feedback to the employee.
- Supervisors must establish work expectations.
- Supervisors must report employee's performance to senior Management.

Inability to Perform Telework

- **Immediately** notify Supervisor, covering Supervisor or Cost Center Manager.
- Employee will be asked to report to the Official Reporting Location or use paid time off.

Dependent Care

- Telework does not replace dependent care.
- Your focus must remain on job performance and meeting business demand.
- Misrepresenting information may cancel telework or lead to disciplinary action.

Revoking Telework

- Basis
 - Failure to meet performance expectations
 - Failure to complete mandatory training
 - Noncompliant with telework agreement
 - Operational needs
- Process
 - Notice and opportunity to resolve
 - OHR approval

Alternative Work Week Program (AWP)

- Work 9 days in a 10 day pay period
 - 70/80 hours per pay period
 - No overtime without prior approval
 - Must be able to work alternate works hours based on operational needs
- Not available to staff participating in the Pilot Telework program

Ineligible staff

- Trainee titles
- Telework pilot program participants
- Flextime

Participation Criteria

- No Adverse affect on department operations
- No Incurring Cost to the department
- No employee shortage

Exceptions and Restrictions

- Limit one day off per pay period.
- Must work within core hours 7AM – 7PM.
- Discretionary due to operational needs.
- Adjustments to schedules may be required.
- Transfers and new appointments must reapply.

Exclusionary Criteria

- Employees on Leave of Absences or Unauthorized absence
- Employees who have exhausted vacation and AL leave balances
- Employees with disciplinary action
- Unsatisfactory EPAR Rating

Deadlines

- Applications to supervisors **no later** than June 3, 2022.
- Managers review and send to OHR **by COB** June 7, 2022.
- OHR will notify CC Managers of staff approved to remote work by June 10, 2022.
- Approved remote work Starts June 13, 2022.

Questions?

Telework:

DCFTelework@dcf.nj.gov

AWP and Other issues:

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