



NEW JERSEY DEPARTMENT OF  
CHILDREN AND FAMILIES

# Remote Work Pilot Project

April 14, 2022

# Telework Policy

- Up to 2 days per week
- Fixed Schedule
- Timekeeping requirements
- Training mandate
- Management authority
  - Adjust Telework Schedules
  - Require employee to report to Official Reporting Location

# Eligibility

- Duties are “portable”;
- Duties can be effectively and efficiently performed outside the ORL;
- The operational needs of the Department permit the employee to perform job duties remotely;
- The amount of direct contact with vendor, children, families and community members required does not render telework prohibitive;
- As reflected in the Performance Assessment Review (ePAR), the employee must meet **minimal performance expectations**;
- The employee must not be subject to a current performance-based improvement plan;
- All essential job duties can be performed remotely.

# Eligibility Continued

- Performance expectations can be met while working remotely;
- Specialized equipment or reference materials are available remotely;
- Confidential information can be securely access while working remotely;
- Information technology systems can be securely accessed while working remotely;
- Adequate Supervision can be provided remotely;
- The employee has completed the mandatory telework training; and
- Remote work can be performed consistent with the New Jersey First Act, N.J.S.A. 52:14-7(L. 2011, c.70) = No working while out of state.

# 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

AWP or Flextime may be available for ineligible employees

# Application Process

- Application w/self certification of eligibility
- Self Assessment
- Approval by CC Manager in consultation with OHR
- Dispute resolution process
- Reapplication required for promotions/reassignments

# Supervision & Performance Evaluation

- Supervisors must provide regular, concrete performance feedback to employees who engage in telework.
- Supervisors must establish and provide timetables and deliverables, as appropriate, for the completion of tasks that are performed in whole or in part by the teleworking employee.
- Supervisors must continually monitor and assess the teleworking employee's job performance and report findings to senior management as necessary or required.

# Supervision & Performance Evaluation

- Within the first 45 days of an employee's approval to work remotely, the supervisor and employee must have an in-person meeting.
  - To discuss performance and modification of performance expectations for remote work.
  - This meeting is separate from any regularly scheduled performance evaluation
- Supervisors document in writing any tasks and/or expectations that may differ from employee's normally defined tasks and/or expectations due to telework.
  - Failure of a Supervisor to adhere to this requirement may result in revocation of the Supervisor's authorization to telework.
  - Except in case of delay cause by a Supervisor, failure to attend this in-person meeting may result in revocation of the employee's remote work.



# Inability to Perform Telework

- If emergent circumstances occur at an employee's Alternate Worksite that impacts the employee's ability to perform official duties (e.g., IT issues, family emergency), the employee shall **immediately** notify their Supervisor, covering Supervisor or Cost Center Manager.
- The Supervisor, covering Supervisor or Cost Center Manager may direct the employee to report to an Official Reporting Location or approve appropriate paid leave or leave without pay.

# Dependent Care

- Telework is not intended or designed to be a replacement for appropriate dependent care (e.g., child care or elder care).
- Although a telework arrangement may indirectly benefit an employee with dependent care needs, the focus of the telework arrangement **must remain on job performance** and meeting business demands.
- Telework employee must attest in the Teleworking Agreement that independent care arrangements are in place for dependents during the hours that the employee will be teleworking.
- Withholding or misrepresenting information may lead to cancellation of the telework arrangement and/or disciplinary action.

# Other Program Elements

- Security
- Equipment
- Environment
- Privacy & Confidentiality
- Availability
- Timekeeping
- Late Opening, Early Dismissal, Agency Closure

# 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

# Next Steps

- Identify titles/positions that are not eligible
- Finalize plan and supporting documents
- Initiate staff/union communications
- Submit to CSC for approval
- Determine start date