



Procedure Administrator: Chief Human Resources Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: September 1, 2024

Index Cross-References: Procedure 4200: Acceptable Usage Standards of Computing and Communication Technology; Procedure 6119: Time and Attendance; Procedure 6170: Work Arrangements; Policy VI-11.1: Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing Reporting

Procedure File Number: 6171

Approved By: Dr. Joe Bertolino, President

Stockton University permits remote work arrangements as set forth in this procedure when it is in the best interests of the University and when it enhances the productivity of the employee.

This procedure applies to University employees, both union-represented and non-represented positions.

same as if the employee worked only at the regularly assigned place of employment. Decisions regarding procedure development or changes remains at the discretion of the President and Cabinet. All requests or assignments for remote work require the approval of the employee's supervisor and Divisional Executive.

Remote work arrangements are appropriate only when both the abilities of the employee and the nature of the work to be performed meet the minimum criteria set forth below. The purpose of this remote work procedure is not meant to accommodate employee personal needs or to circumvent the need for employees to use leave as normally required. Timeframes can be as long as one year in length or intermittent depending on office function and operational needs.

The University reserves the right to terminate at its discretion any approved remote work agreement with two weeks' notice to the employee, or notice required under an applicable labor agreement.

The University of Toronto (72) 00646a.006 Tw -36.37

- Have minimal or flexible need for specialized materials or equipment available only at the regularly assigned place of

Once the agreement is approved, the University retains the right to make prearranged on-site inspections of the remote work site during scheduled work hours. A minimum of three (3) workdays' advance notice to the employee will be required prior to the visit.

Supervisors and employees must ensure that all sensitive and confidential information and equipment is protected and secured when accessing information from the remote location.

#### C. Regularly Assigned Place of Employment

Employees participating in remote work shall report to the regularly assigned place of employment as agreed upon with the supervisor and as indicated in the agreement. Additionally, when operational needs require, an employee must report to the regularly assigned place of employment upon the supervisor's request.

In-person meetings are prohibited from being conducted at the remote work site.

#### D. Technology/Equipment

Generally, only a University-issued/loaned computer, outfitted with University issued software and security, should be used to connect to the University network.

Only University-approved software shall be used for connecting with the University's network from the remote work site. Employees who are participating in remote work shall follow all University information security policies, procedures, copyright laws, and manufacturers' licensing agreements.

It is understood that any equipment issued by the University to the employee, including any related software, is the sole and exclusive property of the University, and is subject to the same business and proper use of technology as if it were located at the regularly assigned place of employment. Employees must utilize such equipment as directed, including any directives regarding accessing confidential data. Only the employee may use University equipment.

Remote work employees must store all University work-related electronic content (documents, image files, etc.) on a University OneDrive or a shared drive. No content shall be stored on a personal device.

Any equipment that is used by an employee (personal or University resources) in the completion of their work is subject to discovery and Open Public Records





- B. Equipment and Supplies - As part of the Remote Work Agreement, the employee may describe and present to the supervisor a request for office equipment, hardware, software, communication needs, and office supplies needed to participate in remote work. The supervisor will review the request for approval for issuance, purchase, or reimbursement. The University will not reimburse the employee for any costs not pre-approved by the Divisional Executive. Purchases or reimbursement shall be provided in accordance with applicable University policies and procedures. The University will not reimburse employees for out-of-pocket expenses for materials and supplies that are reasonably available at the regularly assigned place of employment.
- C. Information Technology Services must review and approve all requests for technology after approval of the agreement.
- D. The employee should designate a remote workspace and maintain it so that it is conducive to working and free of hazards. The employee agrees that the supervisor or designee reserves the right to visit the alternate work site to ensure compliance and safety.
- E. The employee will provide telephone and internet service (as applicable) at the employee's own expense.

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